

Section: FINANCIAL PROCESSES	Policy Number: 6.29
Policy: Work Related Travel And Expense Claims	Page: 1 of 4
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Policy Statement

Employees of Community Living Burlington will be compensated for approved work-related expenses.

Procedures

- 1.0 Employees will be compensated for approved work-related travel expenses. Approved travel is one of the following:
 - i. Travel to a support-related meeting.
 - ii. Travel to an individual's/family appointment that is away from the central offices where approved for the specific case.
 - iii. Travel to an approved employee development or community education function.
- 2.0 Compensation will not be provided where the travel has not been specifically approved or does not fall into one of the pre-approved categories.
- 3.0 Deliberate falsification of a travel claim will result in disciplinary action up to and/or termination.
- 4.0 Travel expenses may be of four (4) types: travel, cost, accommodation, meals and other related travel expenses. Travel cost is the remuneration paid for distance traveled at a set rate per kilometer or actual costs of other forms of transportation (i.e. train fare). Accommodation refers to motel or hotel costs and is normally only appropriate for employee development related travel. Meal expenses are those meal costs that fall within the guidelines below. Other travel related expenses generally include parking costs, taxi (where approved), long distance charges incurred while travelling etc.
- 5.0 For routine work-related travel (not employee development), a Travel Claim Form will be submitted within five working days of each month's end. Travel/Expense Claims will not be reimbursed after three (3) months of year end cut off date.