

Travel, Meal and Hospitality Expenses

In accordance with the Ontario Broader Public Sector (BPS) Expenses Directive, the Agency has formally adopted the eight requirements set out in the Directive related to travel, meal and hospitality expenses. The Agency has modified its financial policies and procedures in order to ensure compliance with the rules for these expenses. Specific information regarding the rules that must be followed to comply with the Directive and the financial processes and guidelines related to expenses are set out in detail within individual financial policies in P & P. **Staff are required to review all finance policies related to expenses to ensure they clearly understand the full requirements (see links at bottom of this document).** This summary is provided as a [quick reference only](#).

Travel and Meal Expenses:

1. Staff are reimbursed for approved incidental expenses incurred while conducting YSSN business.
2. Consultants and other contractors cannot claim reimbursement for hospitality, incidental or food expenses unless specifically detailed in their contract with the organization.
3. Supervisors are prohibited from approving any of their own expenses.
4. Expenses for a group (e.g., lunch) can only be claimed and authorized by the most senior ranking staff present.
5. Expenses for alcohol cannot be claimed and will not be reimbursed.
6. Authorized travel expense reports are to be submitted monthly or within 30 days of travel to the Finance Department for reimbursement once authorized by the appropriate supervisor. Travel expense reports which are not submitted within this timeframe will not be reimbursed.
7. Original and itemized receipts must be provided for all out of pocket expense claims. If using public transit, a transfer will be accepted as a receipt.
8. Kilometre and maximum per diem meal allowances are established on a regular basis. Current rates are available from Finance.
9. Kilometre allowances are payable only for travel whole on YSSN business in personal vehicles.
10. Reimbursement is not provided for travel to and from work. Departures from home to a business location other than an employee's regular work location, must have the regular travel distance from home to work, or vice-versa, deducted from the total kilometres travelled.

Hospitality Expenses:

1. A hospitality function is the provision of food, beverages, accommodation, transportation and/or other amenities at the Agency's expense for people who are not engaged in the work of YSSN.
2. For all other hospitality purposes, people who are 'engaged in the work of YSSN' are defined as paid staff, consultants, contractors, Board Directors, volunteers and students – functions involving only these people are not considered hospitality functions and foods and beverages are only permitted in very limited situations and only with prior written authorization from the Executive Director.
3. Hospitality may be extended in an economical and consistent manner when:
 - ~ it can facilitate agency business; and
 - ~ it is considered desirable as a matter of courtesy or protocol

Hospitality may be extended on behalf of the Agency when:

- ~ engaging in discussions of official public/client matters, or sponsoring formal conferences for:
 - o the broader public sector
 - o business and industry
 - o public interest groups related to YSSN work
 - o labour groups
 - o members of the community
- ~ conducting prestigious ceremonies for heads of state, government or distinguished guests from the private or public sector
- ~ opening the Annual General Meeting to external participants or honouring distinguished people for exceptional public service

Hospitality may never be offered solely for the benefit of YSSN.

All Hospitality requires the prior authorization of the Executive Director.

4. Expenses that do not fit the definition of hospitality or where prior authorization has not been granted will not be reimbursed. This includes, but is not limited to, office social events, retirement functions, farewell parties and holiday events.
5. Any event that includes external individuals, that is a reoccurring meeting with external partners, or which does not fit the criteria in #3 above, is limited to food costs outlined in the Agency's meeting/food expenses policies.

See also: [Broader Public Sector Expense Directive](#)

See also: [Allowable Expenses Policies – Guidelines \(and linked related documents\)](#)

Schedule of Expense Reimbursement for 2018-19

Expense	Rate
Personal Car Use	\$0.45 per kilometre
Car Rental	Approved Car Rental Rate
Air, Train	Economy Fare
Bus	Fare
Taxi	Fare
Parking	Cost
Accommodation	Single Room
Telephone	\$0 (use agency cell phone)

Client-related expenses

- coffee, tea, etc. for clients may be claimed on expenses reports
- coffee for staff meeting with clients on the road will be reimbursed up to \$10 per month

Notes: All claims for expense reimbursement must be accompanied by original, detailed receipts – debit or credit card chits are not acceptable. Expense claims are due no later than the first week of the month following the month in which the expense occurred. The most economical means of transportation must be used whenever possible.

Meals	Rate
Breakfast	\$10
Lunch	\$15
Dinner	\$25
Gratuities	15%
Maximum Daily Expenditure	\$50 + taxes and gratuity

Notes: All claims for meal cost reimbursement must be accompanied by original, detailed food receipts – debit or credit card chits are not acceptable. No alcohol expenses will be reimbursed.

Meetings	Allowable Expense
Meetings (external guests):	
– up to 15 participants	\$15 half day / \$30 full day
– 16 or more participants	\$30 half day / \$60 full day
Internal Meetings	Coffee, Tea, Water only