 <p>Canadian Mental Health Association Waterloo Wellington</p> <p>Association canadienne pour la santé mentale Waterloo Wellington</p>	<h1>Finance</h1>	
<p>Policy title: Corporate Expenses Policy</p>	<p>Policy# CAFI P 201</p>	<p>Page 1 of 10</p>
<p>Author: Director of Corporate Services</p>	<p>Effective date: April 2015</p>	
<p>Approved by: Executive Director</p>	<p>Reviewed: October 2015</p> <p>Next review: December 2019</p>	

POLICY OUTLINE (INCLUDING SCOPE)

This policy is a requirement of the Broader Public Sector (BPS) Expense Directive, which requires organizations to have a general policy describing the accountability framework for approving expenses.

Reimbursement of expenses will be based on the principles that expenses should be:

1. related to agency business;
2. be modest, appropriate and reasonable;
3. achieve a balance among economy, health & safety and efficiency of operations;
4. submitted in a timely manner and in accordance to this policy;

All staff are responsible for informing themselves of the requirements of this policy. Team Leads, Managers, Directors, and the Executive Director are responsible for ensuring compliance prior to approving any expense.

PURPOSE

The purpose of this directive is to set out the requirement for designated BPS organizations to establish expense rules where expenses are reimbursed from public funds.

The expense rules apply to anyone incurring expenses on behalf of the CMHA WW, including the following:

- appointees
- board members
- elected officials
- employees
- Purchase of Services and other contractors engaged by the agency, providing consulting or other services
- student/volunteers

PRINCIPLES

The BPS Expense directive is based on the four key principles listed below.

1. **Accountability**

Organizations are accountable for public funds used to reimburse travel, meal and hospitality expenses. All expenses must support business objectives.



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

Finance

Policy title: Corporate Expenses Policy	Policy# CAFI P 201	Page 2 of 10
Author: Director of Corporate Services	Effective date: April 2015	
Approved by: Executive Director	Reviewed: October 2015	
	Next review: December 2019	

2. Transparency

Organizations are transparent to all stakeholders. The rules for incurring and reimbursing any expenses are clear, easily understood, and available to the public.

3. Value for Money

Taxpayer dollars are used sensibly and responsibly. Expenses incurred must be necessary and economical with due regard for health and safety.

4. Fairness

Legitimate expenses incurred on behalf of CMHA WW are reimbursed in accordance to our internal policies.

MANDATORY REQUIREMENTS


- Good record-keeping practices must be maintained for verification and audit purposes.
- Any procurement of goods and services, construction and non-consulting services must follow our Procurement Policy.
- Any other relevant finance policies must be followed.
- Expenses for a group can only be claimed by the most senior person present.
- Where possible any purchases that can be made through our regular suppliers (i.e. office supplies and courier) should be utilized, rather than sourcing from elsewhere.

Claimants must:

- Obtain all appropriate approvals before incurring any expense.
- All invoices are to be addressed to head office and received in a timely manner to ensure the payment is made as per the terms of the invoice.
- Expenses to be reimbursed to staff should include original, itemized receipts, credit card or debit slips alone are not sufficient. Reimbursement will be made in accordance to the Payroll/Expense Calendar.
- If an itemized receipt is not available, a written explanation must be submitted itemizing the expenses and why the receipts are unavailable.
- Submit claims for expenses before your last day with CMHA WW.

Approvers Must:

- Approvers must follow the Approved Authority Schedule (AAS) (for dollar amounts and type of expense). [See Schedule A.](#)

 <p>Canadian Mental Health Association Waterloo Wellington</p> <p>Association canadienne pour la santé mentale Waterloo Wellington</p>	<h1>Finance</h1>	
<p>Policy title: Corporate Expenses Policy</p>	<p>Policy# CAFI P 201</p>	<p>Page 3 of 10</p>
<p>Author: Director of Corporate Services</p>	<p>Effective date: April 2015</p>	
<p>Approved by: Executive Director</p>	<p>Reviewed: October 2015</p> <p>Next review: December 2019</p>	

- Provide approval only for expenses that were necessarily incurred performing CMHA WW business.
- Provide approval only for claims that include all appropriate documentation (e.g. original itemized receipts).
- Incorrect or incomplete expenses will be returned and will not be processed until they are corrected and properly authorized.

ACCOUNTABILITY FRAMEWORK

All expenses submitted, by an employee must be approved and signed by the appropriate signing authority as set out in the Approved Authority Schedule (AAS).

The BPS Expense Directive gives the Executive Director discretion to establish additional rules/policies regarding expenses as may be required to meet specific operational needs. Any additional rules/policies must be consistent with those laid out in the Broader Public Sector Expenses Directive.

All signing authorities are approved by the board. Managerial Discretion

For the purpose of this policy, managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with the Broader Public Sector Expense Directive and the rules.


When exercising discretion, the rationale must be documented and filed with the expense.

Approvers are accountable for their decisions, which must be:

- Subject to good judgement and knowledge of the situation
- Exercised in appropriate circumstances
- Comply with the principles and mandatory requirements set out in the BPS Expense Directive and any internal expense rules

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- Able to stand up to scrutiny by the auditors and members of the public
- Properly explained and documented
- Fair and equitable
- Reasonable
- Appropriate

 <p>Canadian Mental Health Association Waterloo Wellington</p> <p>Association canadienne pour la santé mentale Waterloo Wellington</p>	<h1>Finance</h1>	
<p>Policy title: Corporate Expenses Policy</p>	<p>Policy# CAFI P 201</p>	<p>Page 4 of 10</p>
<p>Author: Director of Corporate Services</p>	<p>Effective date: April 2015</p>	
<p>Approved by: Executive Director</p>	<p>Reviewed: October 2015</p> <p>Next review: December 2019</p>	

RESPONSIBILITIES

Staff are responsible for:

- ✓ Following the principles and rules set out in organizational policies and the BPS directive
- ✓ Being aware of the conflict of interest rules
- ✓ Being aware of any relevant statutes, directives, policies and guidelines

Team Leads, Managers and Directors are responsible for:


- ✓ Carrying out any delegated authorities and assigned tasks in accordance with the BPS directive.
- ✓ Ensuring that claims are fully documented.
- ✓ Exercising managerial discretion carefully.
- ✓ Ensuring there is an appropriate records retention system and that documents, including claims and approvals, are maintained and stored.
- ✓ Ensuring staff are aware of the requirements of this policy.
- ✓ Seeking timely direction when there are questions.
- ✓ Taking appropriate action in the case of non-compliance.

PERQUISITES

A perquisite refers to a privilege or perk that is provided to an individual or group of individuals, that offers a personal benefit.

CMHA WW **does not** provide “perks” to staff; therefore, the BPS Perquisites Directive does not apply to CMHA WW. Examples of perquisites would be:

- Collecting Personal reward points for business purchases (i.e. Optimum Points, Air Miles)
- Club memberships for personal recreation or socializing purposes (i.e. fitness clubs, social clubs, golf clubs).
- Clothing allowances not related to health and safety or special job requirements
- Access to private health clinics.
- Professional advisory services for personal matters such as tax or estate planning.

 <p>Canadian Mental Health Association Waterloo Wellington</p> <p>Association canadienne pour la santé mentale Waterloo Wellington</p>	<h1>Finance</h1>	
<p>Policy title: Corporate Expenses Policy</p>	<p>Policy# CAFI P 201</p>	<p>Page 5 of 10</p>
<p>Author: Director of Corporate Services</p>	<p>Effective date: April 2015</p>	
<p>Approved by: Executive Director</p>	<p>Reviewed: October 2015</p> <p>Next review: December 2019</p>	

WORKSHOPS AND CONFERENCES

Permission to attend workshops/conferences and eligibility for associated expense reimbursement must be pre-approved by the staff member's immediate supervisor. An Application for Education/Conference Funding must be completed, authorized by the immediate supervisor and distributed as outlined on the form.

NON-REIMBURSABLE BUSINESS EXPENSES INCLUDE but not limited to:

- Traffic or parking violations
- Fines and penalties
- Vehicle damage (or corresponding insurance deductible amounts) due to a collision, negligence or criminal act
- Personal Property Damage
- Recreational, social or family expenses not required to conduct CMHA WW business (i.e. video rentals, mini-bars, entertainment not directly related to agency business, etc.)
- Expenses incurred because of failure to cancel reservations or other additional charges

BUSINESS MEALS

Events such as business meals are allowable expenses, as they are not considered hospitality. CMHA WW staff and others acting on behalf of the organization may be reimbursed for those meals that fall under the definition of "business meals" according to the following procedure:

1. CMHA WW will pay for or reimburse individuals for actual expenses incurred, up to specified limits, for those meals that are deemed to be "business meals". Alcohol cannot be claimed for business meals and the cost of such meals should not exceed \$25.00 per person unless prior approval has been received from the Executive Director. The decision to schedule a business meal should be made judiciously and associated expenses must align with the BPS principles of accountability, transparency, value for money and fairness.
2. In order to be approved, all requests for payment or reimbursement of business meals must be submitted in accordance with established expense claim guidelines which include receipts and written justification for categorizing the expense as a "business meal."
3. All business meal claims must be approved by the staff's immediate supervisor. Additional approvals may be required, depending on the nature of the meal.



Policy title: Corporate Expenses Policy	Policy# CAFI P 201	Page 6 of 10
Author: Director of Corporate Services	Effective date: April 2015	
Approved by: Executive Director	Reviewed: October 2015	
	Next review: December 2019	

STAFF MEETING MEALS

Every effort should be made to avoid scheduling meetings over the lunch or supper hours to ensure that staff can benefit from an allotted break. When there is no viable option to schedule a meeting other than during a meal time, or an all - day service meeting is held off site and it is not feasible for staff to purchase a meal, the provision of food during the meeting is an allowable expense and is not considered hospitality. When expenses are submitted for such meals, a written rationale needs to be attached to the requisition/invoice explaining why the meal was provided. Food choices should be economical but also balance staff wellness. Costs, on average, should not exceed \$15.00 per person.

Exceptional circumstances will require prior approval by immediate supervisors.

TRAVEL, MEAL RATES, ACCOMMODATION AND HOSPITALITY:

For information on the rules for travel please see the Travel, Meal & Hospitality Policy.

Employee Appreciation

- CMHA WW will recognize career and life milestones of employees through the purchase of a modest gift to a maximum of \$50.00 inclusive of taxes and delivery, where applicable, for the following:
 - a) Birth or adoption of a child by an employee and/or spouse.
 - b) Illness of an employee requiring hospitalization or long-term absence (i.e. minimum absence of one pay period).
 - c) Marriage.
 - d) Death in the immediate family, including: employee, spouse/significant other, child, sibling, parents, in-laws.
 - e) Budget for retirement and voluntary resignation as follows:

Years of Service	Amount
0 – 1	\$0.00
1 - 2 years	\$50.00
3 – 4 years	\$60.00
5-9 years	\$85.00
10 – 15 years	\$100.00
15 +	\$150.00



Canadian Mental
Health Association
Waterloo Wellington

Association canadienne
pour la santé mentale
Waterloo Wellington

Finance

Policy title: Corporate Expenses Policy	Policy# CAPI P 201	Page 7 of 10
Author: Director of Corporate Services	Effective date: April 2015	
Approved by: Executive Director	Reviewed: October 2015	
	Next review: December 2019	

- The employee's immediate supervisor will make reasonable effort to purchase an appropriate item that fits all reasonable expectations in representing a publicly funded agency.
- Under appropriate circumstances, gifts of appreciation can be extended to volunteers with prior approval within the limits set out above.

ALCOHOL:

- Alcohol is not an approved expense for reimbursement by CMHA WW.

EXPENSES FOR PURCHASE OF SERVICES

This includes direct client services, purchase of service agreements (e.g. Psychologist services), referred out services (e.g. Distress Centre), and training services.

- For more information on expenses for Consultants and other Contractors please see the Travel, Meal & Hospitality Policy and the Procurement Policy.

Please note there is a difference between purchase of services and consulting services as defined in Broader Public Sector.

DEFINITIONS:

Approver: a person with the authority to make approvals under this policy.


Business Expenses: Reasonable expenses incurred by staff in the course of performing duties related to agency business.

Business Meal: A meal that must have service manager or director approval, include more than one person and have a substantive and bona fide business purpose deemed essential to CMMHA WW's mission. Business meals are distinct from daytrip and overnight "Travel Meals." Business meals may be taken while traveling, but the meal must be claimed as "travel" or "business", not both.

Claimant: anyone making a claim under the terms of this policy, which can include approvers making purchases above the limits set out in the approved authority schedule.

Consulting Services: As specified in the Procurement Policy, is a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making.

Hospitality: The provision of food, beverage, accommodation, transportation and other amenities at public expense to people who do not work for the agency.

 <p>Canadian Mental Health Association Waterloo Wellington</p> <p>Association canadienne pour la santé mentale Waterloo Wellington</p>	<h1>Finance</h1>	
<p>Policy title: Corporate Expenses Policy</p>	<p>Policy# CAFI P 201</p>	<p>Page 8 of 10</p>
<p>Author: Director of Corporate Services</p>	<p>Effective date: April 2015</p>	
<p>Approved by: Executive Director</p>	<p>Reviewed: October 2015</p> <p>Next review: December 2019</p>	

Immediate Supervisor: Can be a team lead, manager or director.

Itemized receipt: Original document identifying the vendor, date and amount of each expense item paid by the claimant.

Purchase of Service: This includes direct client services, purchase of service agreements (e.g. Psychologist services), Referred out services (e.g. Distress Centre), as well as training services.

Staff: For the purposes of these Guidelines, “staff” includes all CMHA WW employees, medical staff, volunteers, Board of Directors, and other individuals engaged in agency business and who are approved to receive travel and expense reimbursement under this policy.

Travel Meals: Meals for which an individual may be reimbursed for no other reason than that the meal was taken while traveling on approved agency business.

ASSOCIATED DOCUMENTS:

- [FI F 007 Workshop/Conference Approval Application](#)
- [Approved Authority Schedule](#)

REFERENCES

- Broader Public Sector Expenses Directive (Issued by Management Board of Cabinet Effective April 1, 2014)
- Management Board of Cabinet (April 2010), Amended November 2014 Travel, Meal and Hospitality Expenses Directive, Ontario
- Broader Public Sector Perquisites Directive (Issued by Management Board of Cabinet August 2, 2011)



Canadian Mental Health Association
Waterloo Wellington

Association canadienne pour la santé mentale
Waterloo Wellington

Finance

Policy title: Corporate Expenses Policy	Policy# CAFI P 201	Page 9 of 10
Author: Director of Corporate Services	Effective date: April 2015	
Approved by: Executive Director	Reviewed: October 2015	
	Next review: December 2019	

Schedule A – Approved Authority Schedule – Within Approved Budgets

Position	Maximum \$ limit				
	Expenses & Purchase Orders (within budget)	Expenses (excluded budget)	Operating contracts (incl. leases) (within budget)	Service contracts (incl. flex funds)	Housing Leases
Board of Directors	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited
Executive Director	Unlimited	\$25,000	Unlimited	Unlimited	Unlimited
Directors	\$5,000	\$5,000	X	\$25,000	\$25,000
Director of Operations & Finance	\$10,000	\$10,000	\$5,000	\$25,000	\$25,000
Managers	\$2,000	\$1,000	X	X	X
Manager IT	\$2,500	\$2,500	X	X	X
Team Lead	\$1,000	\$1,000	X	X	X
Team Lead	\$1,000	\$1,000	X	X	X
Employment Flex Funds Administrator	\$5,000	X	X	X	X
Specialist* (see below)	\$500	\$500	X	X	X

Specialists

Position	Expense type/category
Senior Executive Assistant	Office Supplies & meeting costs
Financial Accountant II	Office supplies
Financial Accountant III	Office Supplies
Clinical Coordinator	Psychological testing materials
Facilities Dispatcher	Facilities expense
Facilities Assistant	Facilities expense



Policy title: Corporate Expenses Policy	Policy# CAFI P 201	Page 10 of 10
Author: Director of Corporate Services	Effective date: April 2015	
Approved by: Executive Director	Reviewed: October 2015	
	Next review: December 2019	

APPENDIX A

Meal Guidelines for Catering

All food orders must be in compliance with the monetary guidelines outlined in this policy. Order enough food for your guests but do not order in excess to avoid food waste.

A modest meal will be ordered for meetings taking place over meal time when no other alternative meeting time can be found. Meals will consist of a protein (vegetarian options should be considered) a starch and a vegetable. Non-alcoholic drinks will be ordered, CMHA WW does not endorse the purchase of bottled water in order to be environmentally friendly and reduce unnecessary costs.

Examples of meals include:

Breakfast	<ul style="list-style-type: none"> ▪ Juice ▪ Yogurt ▪ Fresh Fruit ▪ Pastries
Lunch	<ul style="list-style-type: none"> ▪ Wraps/Sandwiches ▪ Salad ▪ Soft Drinks
Dinner	<ul style="list-style-type: none"> ▪ Chicken/Beef/Pork ▪ Vegetarian Protein Option ▪ Vegetables/Salad ▪ Soft Drinks ▪ Sweet plate

**These examples are meant to serve as guidelines only and do not represent the full option of meals that may be ordered*