

Travel and Expense Policy

This policy applies to all YWCA Hamilton Employees, Contractors, Students & Volunteers

1. PURPOSE

The purpose of this policy is to establish consistent and transparent practices for reimbursing travel, meal, and related expenses incurred while conducting YWCA Hamilton business. This policy ensures compliance with the Broader Public Sector (BPS) Expenses Directive and supports stewardship of organizational resources.

2. SCOPE

This policy applies to all employees, contractors, and volunteers incurring travel or business expenses on behalf of YWCA Hamilton. It covers travel, meals, accommodation, mileage reimbursement, and other approved business expenses.

3. DEFINITIONS

Expense Reimbursement: Repayment to an employee or representative for actual, reasonable business-related costs incurred on behalf of the organization, supported by receipts or approved mileage logs.

Perquisite: A non-salary benefit or allowance that is not tied to actual out-of-pocket expenses. If an expense or allowance meets the definition of a perquisite, it must comply with the Perquisite Policy and the Broader Public Sector Perquisites Directive.

Hospitality: The provision of food, beverages, accommodation, transportation, or other amenities at organizational expense to individuals not engaged in work for the organization, in accordance with the BPS Expenses Directive.

Travel Expense: Costs incurred for transportation, accommodation, meals, and incidentals while conducting approved organizational business outside the employee's normal place of work.

4. RESPONSIBILITIES

The Vice President, Finance & Asset Management is responsible for:

Owning this policy, ensuring it complies with the BPS Expenses Directive, and overseeing the expense approval process directed through the Delegation of Authority, monitoring that approvals follow DOA, and reviewing reports through the Finance team. Recommends annual updates to the

Travel and Meal Reimbursement Rates schedule to the CEO for approval.

The Director of Finance (Policy Steward) is responsible for:

Maintaining and updating the policy, ensuring proper review and processing of expense claims, and coordinating annual BPS compliance attestation. They will annually review travel and meal reimbursement rates to ensure alignment with CRA mileage rates, Ontario Treasury Board travel guidelines, and BPS Expenses Directive requirements.

Employees and Contractors are responsible for:

Submitting accurate, timely, and properly documented expense claims in compliance with this policy.

Supervisors, Managers, Directors and Vice Presidents are responsible for:

Reviewing and approving expense claims within their delegated authority levels and ensure compliance with the DOA Policy.

The Chief Executive Officer is responsible for:

Approving the policy, reviewing and approving expense claims within their delegated authority levels, signing the annual BPS attestation, and ensuring overall compliance. The will approve the *Travel and Meal Reimbursement Rates* schedule annually upon recommendation of the VP Finance & Asset Management.

5. POLICY STATEMENT

YWCA Hamilton is committed to ensuring that all travel and business expenses are necessary, reasonable, and compliant with the BPS Expenses Directive. All claims must be supported by appropriate documentation, approved in accordance with the Delegation of Authority (DOA) Policy, and submitted using the designated expense claim process. Allowable expenses must comply with the YWCA Hamilton Travel and Meal Reimbursement Rates schedule, which is approved annually by the CEO upon recommendation of the Vice President, Finance & Asset Management.

6. POLICY

Preapproval

All travel and business expenses must be pre-approved in accordance with the Delegation of Authority (DOA) Policy. Routine mileage incurred for approved business purposes or authorized travel between work locations does not require prior pre-approval; however, all mileage claims must be reviewed and approved in accordance with the DOA Policy before reimbursement.

Submitting Expenses

- Claims must be supported by original receipts or approved mileage logs.

- Expenses must be submitted within 30 days of being incurred.
- Travel arrangements should be cost-effective, using standard rates and classes unless exceptions are pre-approved.
- Hospitality expenses must be pre-approved and comply with the BPS Expenses Directive.
- Any expense that qualifies as a perquisite must also comply with the Perquisite Policy.
- Mileage is reimbursable when employees use their personal vehicle for approved business travel outside their normal commute. Travel between YWCA Hamilton work locations during the workday is considered business mileage and is reimbursable in accordance with the Travel and Meal Reimbursement Rates schedule.
- Regular commuting between an employee's home and primary work location is not reimbursable unless specifically authorized. When an employee travels home directly from a secondary work location, reimbursable mileage will be limited to the portion exceeding their normal commuting distance.

7. PROCEDURE

Step 1: Pre-Approval

- Travel and major expenses must be pre-approved as per the DOA Policy.

Step 2: Allowable Expenses

- All travel, meal, and accommodation expenses must comply with the YWCA Hamilton *Travel and Meal Reimbursement Rates* document. Claims that exceed the published limits require prior written approval as per the DOA Policy.

Step 3: Submission

- Expense claims must include receipts, be signed by the claimant, and submitted within 30 days of the expense date.

Step 4: Review

- Supervisors review for accuracy and compliance; Finance verifies coding and processes reimbursement.

Step 5: Reporting

- Finance prepares an annual report of travel and hospitality expenses for the CEO, Board of Directors, and all positions reporting directly to the CEO for attestation and public disclosure in compliance with the BPS Expenses Directive.

8. REFERENCES

Broader Public Sector (BPS) Accountability Act.

9. RELATED DOCUMENTS

Delegation of Authority (DOA) Policy

Perquisite Policy

Travel and Meal Reimbursement Rates

Approved by:

Medora Uppal, Chief Executive Officer