

**PEO POLICY NUMBER:** *Policy numbers will be assigned after Policy and Procedures Manual is completed.*

<b>Expense Reimbursement Policy</b>	Approval Date: May 15, 2021
	Approved by: Council
	Review Date: June 2024

<b>POLICY STATEMENT</b>	Professional Engineers Ontario (PEO) will reimburse PEO Councillors, PEO volunteers and PEO staff for all reasonable expenses on travel, accommodation, meal and other miscellaneous expenses incurred while conducting PEO business.
<b>PURPOSE</b>	To set out rules and principles for the reimbursement of expenses incurred while conducting PEO business to ensure fair and reasonable practices and to provide a framework of accountability to guide the effective use of PEO resources in the reimbursement of expenses.
<b>APPLICATION AND SCOPE</b>	<p>This policy sets out the rules for managing travel, accommodation, meals and other miscellaneous expenses for:</p> <ul style="list-style-type: none"> <li>• all current members of PEO Council;</li> <li>• all current members of PEO committees and task forces;</li> <li>• all current members of PEO chapter executives</li> <li>• all PEO staff;</li> </ul> <p>The policy includes the following:</p> <ul style="list-style-type: none"> <li>• Appendix A: Travel Expense Reimbursement</li> <li>• Appendix B: Accommodation Expense Reimbursement</li> <li>• Appendix C: Meals Expense Reimbursement</li> <li>• Appendix D: Other/Miscellaneous Expense Reimbursement</li> <li>• Appendix E: Expense Claims Appeals Procedures</li> </ul> <p>Payment of expenses is limited to covering out-of-pocket expenses incurred and is subject to the limits outlined in this Expense Reimbursement Policy.</p> <p>Where the Ontario Government pays expenses for LGA Councillors, PEO will reimburse any incremental difference between the actual expense</p>

	<p>incurred subject to the limits in the Policy and the Ontario Government reimbursement rates.</p>
<p><b>DEFINITIONS</b></p>	<p>The following definitions apply for the purpose of this Expense Reimbursement Policy:</p> <p><b>Accommodation Expense</b> - refers to hotel expenses incurred only for approved attendance at PEO meetings or events where overnight stays are necessary.</p> <p><b>Approver</b> - refers to the person with the authority to approve expense claims submitted under this policy (refer to approval authority section).</p> <p><b>Authorized External Event</b> - refers to any meeting or event not organized or hosted by PEO and for which prior approval for attendance on PEO's behalf has been provided, including but not limited to Engineers Canada meetings or events or those of Engineers Canada's constituent members; OSPE events, Consulting Engineering Ontario events, PEO approved political provincial fundraisers or other events for which prior approval to attend on PEO's behalf has been given.</p> <p><b>Chapter Executive</b> - refers to any sitting member of the executive of any of PEO's chapters.</p> <p><b>Claimant</b> - refers to any person making an expense claim under this policy.</p> <p><b>Councillor</b> - refers to any elected or appointed current member of PEO Council.</p> <p><b>Meals</b> - includes restaurant meals required only while travelling to and from or during approved attendance at PEO meetings or events where the meal is not already provided by the event host. Meals also includes take-out meals, or food from either a restaurant or food store that provides prepared foods.</p> <p><b>PEO Meeting or Event</b> - unless otherwise specified, refers to any event or meeting hosted or organized by PEO, including PEO Council, PEO committees/task forces meetings, PEO hearings or PEO training sessions, conferences or workshops.</p> <p>Council, PEO committees/task forces meetings or PEO training sessions, conferences or workshops.</p>

	<p><b>Travel</b> – refers to direct travel by car, train, bus or airplane to and from the home or work location of a PEO Councillor, PEO volunteer or PEO staff member for approved attendance at a PEO event or Authorized External Event.</p> <p><b>Volunteer</b> – refers to any volunteer who is currently a member of Council (i.e. Councillor), a PEO committee, task force or chapter executive who is duly elected or appointed and who is not an employee of PEO.</p>
<p><b>ALLOWABLE EXPENSES</b></p>	<p>Expenses for attendance at defined PEO meetings or events, including Authorized External Events, shall be reimbursed as follows:</p> <p><u>Travel</u>: All reasonable expenses for travel shall be reimbursed in accordance with Appendix A.</p> <p><u>Accommodation</u>: All reasonable expenses for accommodation shall be reimbursed in accordance with Appendix B.</p> <p><u>Meals</u>: All reasonable expenses for meals that are not included in the transportation or provided by the event host shall be reimbursed in accordance with Appendix C.</p> <p><u>Other/Miscellaneous</u>: Other reasonable expenses for goods and services related to attendance at meetings or events shall be reimbursed in accordance with Appendix D.</p> <p><u>Expenses for Authorized External Meetings or Events</u>: Authorization for expenses for attendance at authorized external events must be obtained prior to attending the event.</p> <p>The President and the CEO/Registrar or their designated representative may on occasion incur expenses which exceed prescribed spending limits due to the requirements of their positions and their roles as official representatives of PEO.</p>

<p><b>APPROVAL AUTHORITY</b></p>	<p>Approvers must provide approval only for expenses that were incurred in the performance of PEO business and only for claims that include all appropriate information and supporting documentation.</p> <p>Approvers will ensure that all charges/expenses are reasonable and within the guidelines of this policy.</p> <p>Approvers cannot approve their own expenses.</p> <p><u>Event approval:</u> Expenses will be reimbursed for attendance at PEO events provided attendance at such events is in accordance with the Attendance at PEO Meetings and Events Policy. Approval of expenses for attendance at Authorized External Events must be obtained from the appropriate approver (see below) <u>prior to attending the event and is subject to budgetary availability.</u></p> <p><u>Staff</u> expense reports must be submitted to the concerned PEO manager or designate for approval.</p> <p><u>Volunteer/Councillor and President's</u> expense report/s must be submitted to the concerned staff or committee advisor for approval. Committee advisors will assist volunteers to complete the expense report when necessary.</p> <p><u>The CEO/Registrar's</u> expenses are to be approved by the Director, Finance with a post-summary provided to the Audit and Finance Committee on a periodic basis (at least annually).</p>
<p><b>SUBMISSION OF EXPENSES</b></p>	<p><u>Supporting documentation:</u></p> <ul style="list-style-type: none"> <li>• All appropriate approvals must be obtained before incurring expenses; if no prior approval was obtained, a written explanation indicating why approval was not obtained prior to incurring the expense must be submitted with the claim;</li> <li>• All original, itemized receipts must be submitted with all claims (credit card statements are not sufficient). When submitting an expense claim electronically, an electronic copy of receipts in Portable Document Format (PDF) is acceptable. It is recommended that original receipts be kept until reimbursement is received.</li> <li>• If there is no itemized receipt accompanying an expense claim, or the itemized receipt does not include items such as tips and gratuities, a written explanation itemizing the expense along with the reason for the missing receipt/s must be submitted.</li> </ul>

	<p><u>Submission Process:</u></p> <ul style="list-style-type: none"> <li>All expense claims by staff and volunteers must be submitted using the web-based online travel and expense solution (i.e. Certify or any such program in use).</li> </ul> <p><u>Limitation Period:</u></p> <ul style="list-style-type: none"> <li>Expense claims shall be submitted within two (2) months of incurring the expense.</li> <li>All expenses incurred after October 15 must be submitted no later than January 15<sup>th</sup> of the following year to meet year-end deadlines.</li> </ul> <p>An approver is not authorized to process claims for expenses submitted more than two (2) months after the expense was incurred; or, that are submitted after the 15<sup>th</sup> of January for any expense incurred in the previous year.</p>
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<b>NON-REIMBURSABLE EXPENSES</b>	<p>Non-reimbursable expenses include but are not limited to:</p> <ul style="list-style-type: none"> <li>Clothing and formal wear</li> <li>Personal mobile telephone plans</li> <li>Air travel insurance coverage (except for AGM)</li> <li>Entertainment expenses</li> <li>Hotel room mini-bar</li> <li>Spa charges</li> <li>Laundry services except as outlined in Appendix D.</li> <li>In-room movies or games</li> <li>Personal items (e.g. toothbrush, cosmetics, medication, mouthwash, etc.)</li> <li>Personal provisions (e.g. stationery)</li> <li>Alcohol</li> <li>Parking or traffic infractions</li> <li>Pet care</li> <li>Professional Services fees</li> </ul>
<b>EXCEPTIONS AND APPEAL PROCEDURES</b>	<ul style="list-style-type: none"> <li>See Appendix E</li> </ul> <p>Claims for expenses that are submitted after the set deadlines or are exceptions to, or are outside of this policy, are to be submitted for review and final decision in accordance with Appendix E. Decisions resulting from the appeals process are final</p>

<b>RELATED PEO POLICIES</b>	The Expense Reimbursement Policy is a component of PEO's Internal Control Policies and Procedures.
<b>RESPONSIBILITY</b>	The PEO Finance Department has responsibility for the administration, implementation and communication of all Internal Control Policies including the Expense Reimbursement Policy. All PEO Volunteers and PEO staff should be aware of and comply with the policy.

## **Appendix A: Travel Expense Reimbursement**

Travel arrangements shall be made well ahead of time, using the most cost-effective mode of transportation.

### **Air travel**

Air travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for airline ticket purchase. Travelers are encouraged to book 7- to 14- days in advance to minimize costs. Should an event be rescheduled or cancelled, ticket change or cancellation fees will be covered.

Travel by other than economy class must have the prior approval of the CEO/Registrar, or their designate, and may be considered only for flights of a duration of more than six consecutive hours.

### **Train or Bus travel**

Travel by train or bus is permitted when it is the most practical and economic way to travel. Business class tickets for train travel is permitted.

### **Automobile travel**

PEO will reimburse expenses incurred through the use of a personal vehicle only by paying the kilometric rate (see below) in effect at the time of the travel.

When road transportation is the most practical, economical way to travel, the order of preference is:

#### **1. Personal vehicle**

- It is the responsibility of the owner/user of the personal vehicle to carry relevant vehicular insurance and to comply with prevailing vehicle related laws.
- PEO will not reimburse any personal vehicle maintenance or repair costs.
- Gas usage for personal vehicles shall not be reimbursed.

#### **2. Rental vehicle:**

- A rental vehicle may be justified to travel to and from a PEO event only, and where it is more economical than other travel options.
- Use of mid-sized models or smaller is encouraged.
- Luxury and sports vehicles are prohibited unless available for the same price as normal vehicles

Any exceptions to the above should be documented prior to the rental if possible; and guided by the principle that the rental vehicle chosen is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) conditions.

- Rental cars must be refueled before returning the car to the rental company. PEO will reimburse such refueling charges.
- Penalties or extra charges incurred for returning an unrefueled car shall not be reimbursed.
- All PEO volunteers and staff are covered for bodily injury under PEO's travel accident insurance. The purchase of motor vehicle liability insurance for rental vehicles will be reimbursed.

### **Vehicle Accident reporting**

All accidents must be reported immediately to local law enforcement authorities and, in the case of staff, to the immediate supervisor. In addition:

In the case of a rental vehicle, advise the rental car agency and contact the motor vehicle liability insurance provider to initiate the claims process.

### **Kilometric rate**

Kilometric rate will be reimbursed at the maximum rate allowable by the Government of Canada, Department of Finance policy as communicated by the Minister of Finance at the beginning of each year and as published by PEO.

PEO does not pay mileage rates for rental vehicles.

Expense claims must be submitted with distances indicated in kilometers.

PEO may, from time to time, request proof of mileage travelled. Printouts from Google Maps, MapQuest or the like are acceptable as proof of mileage. Mileage above the norm will require explanation in order to be reimbursed. In the absence of an explanation, PEO will not reimburse mileage claims in excess of the norm.

### **Parking and Tolls**

Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries, and highways, when necessary.

Parking and toll claims will be reimbursed when accompanied by original receipts. Costs for leasing 407 transponders shall not be reimbursed.

There is no reimbursement for traffic or parking violations or related legal fees.



**Taxis**

Taxi or ride service usage for travel between home and the airport; and between the airport and hotel is permitted.

Taxis may not be used to commute between home and PEO, except under exceptional circumstances; for instance:

- health or safety considerations indicate it is the best, appropriate option; or transport of work-related baggage or parcels is required.

**Public Transit**

Local public transportation including hotel/airport shuttles should be used whenever possible.

## **Appendix B: Accommodation Expense Reimbursement**

### **Hotel Accommodation**

PEO will reimburse expenses for hotel accommodations only up to the preferred rate at the hotel designated for the meeting or event. Whenever possible room bookings at hotels where PEO has preferred rates is required.

Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility and may be reimbursed only in exceptional circumstances.

Volunteers or staff travelling on PEO business may stay at a family member or friend's place. In such cases, a nominal amount of up to \$75 per day may be claimed for payment to the host of the traveller. The claimant needs to submit a receipt for reimbursement of the amount in question.

## **Appendix C: Meals Expense Reimbursement**

### **Meals**

Only meals that are necessitated by travel schedule will be reimbursed. When more than one meal is claimed for in a day, the maximum can be allocated between all reimbursable meals regardless of what is spent on each meal.

For meal expenses that are submitted with original itemized receipts, the following daily maximum limits which include taxes and gratuities apply:

- Breakfast      \$25.00 per person
- Lunch            \$35.00 per person
- Dinner           \$55.00 per person

Expenses exceeding these limits will not be reimbursed.

Alcohol may be served at events hosted by PEO such as Council meetings, AGMs, Council retreat, etc. OR if it is necessary and desirable for a PEO President or CEO/Registrar to host and entertain others in connection with PEO business.

Costs for alcohol as part of a meal for official PEO business by staff and volunteers will be reimbursed only with prior approval of the CEO/Registrar, or their designate.

Reimbursement will not be provided for meals consumed when included in the cost of transportation, accommodation, seminars or conferences.

Meal expenses that are missing itemized receipts may be reimbursed and will be subject to the following daily maximum limits which include taxes and gratuity:

- Breakfast      \$10 per person
- Lunch            \$15 per person
- Dinner           \$20 per person

En-route meals will only be reimbursed as is necessitated by the travel schedule where an individual resides beyond a 100 km radius from the destination/event.

Meals eaten in lieu of event group meals are not eligible for reimbursement. Exceptions may be made for reasonable meal expenses incurred for approved attendance at Authorized External Events.

## **Appendix D: Other/Miscellaneous Expense Reimbursement**

Reasonable incidental expenses for goods and services related to attendance at approved meetings or events on behalf of PEO, and which are required in order to conduct PEO business, shall be reimbursed up to a maximum of \$1,000 per year per person.

### **Incidentals**

Itemized receipts are required for all incidentals while travelling on PEO business.

Exceptions to the requirement for itemized receipts are:

- TTC/Bus fare between hotel and airport, train station, etc.
- One long distance call within Canada of reasonable length per day.
- Reasonable gratuities for porter, hotel room services, and taxis. Keep a record of gratuities paid.

The following incidentals will be covered with itemized receipts in the following circumstances:

- If traveling on business for four consecutive nights or more, reimbursement is allowed within reasonable limits for laundry, dry cleaning, and other hotel services such as pressing, steaming, and shoe polishing.
- Internet connections, hotel business center access charges, computer access charges, facsimile transmissions, word processing or photocopy services required to conduct urgent PEO business that cannot wait.

### **Child care or care giver expenses**

Child care or care giver expenses for volunteers participating on committees shall be reimbursed up to a limit of \$1500 per annum.

### **Entertainment**

In the event that it is necessary and desirable for a PEO President or CEO/Registrar to host and entertain others in connection with PEO business, PEO will reimburse expenses directly incurred, provided all items are appropriately claimed with an accompanying itemized receipt and the expenses are made with reasonable discretion.

In all instances of hosting, it must be clearly indicated on the expenses claim the names and affiliations of the individuals hosted and the purpose of the hosting activity.

### **Partner Expenses**

Where partners have been invited by the PEO President or CEO/Registrar to attend a PEO meeting or event or authorized external event, PEO will pay reasonable travel and other

expenses, in accordance with this policy, for partners of Councillors, volunteers and staff, and invited guests of the President or of the CEO/Registrar.

In-hotel child care services will be reimbursed for events where partners have been invited excluding the AGM events and Chapter Leaders Conference.

PEO will not reimburse travel, meal or accommodation expenses for any additional guests.

### **Appendix E: Expense Claim Appeals Procedures**

- Any staff or volunteer denied a claim for reimbursement for expenses, may email a submission to the CEO/Registrar within 20 days of the notification of denial of the claim, outlining the grounds for appeal. A copy of the denied expense report must be attached.
- The CEO/Registrar will review the expense claim and provide a decision within 5-7 days of receiving the appeal.
- The decision of the CEO/Registrar is final and binding.
- The CEO/Registrar's claims that are denied may be submitted to the Audit and Finance Committee.
- The foregoing shall not prevent a partial payment upon request for items that are in compliance with the policy.