

Expense Report

Reviewed Date		Number	<i>FI0104</i>
Revised Date	<i>March 3, 2010</i>	Approved Date	<i>December 19, 1990</i>

Introduction

It is the Simcoe Muskoka District Health Unit's intention that no employee shall be "out-of-pocket" because of travel or other expenses necessarily incurred on assignments undertaken for the Health Unit. By the same token, an employee shall not profit financially from assignments. Staff are also expected to exercise care when incurring out-of-pocket expenses and shall avoid excessive spending.

Nothing in this statement is to be construed as invalidating the Health Unit's Collective Agreement or Personnel Policies.

Purpose

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, employees, students and volunteers of the parameters and entitlement for reimbursement of expenses incurred on behalf of the health unit, as a job requirement or an allowance.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

There are three types of situations in which expense reports are to be used:

1. to claim reimbursement for payments made for expenses which arise from authorized travel or performing the basic requirements of the job;
2. to claim reimbursement for payments made on behalf of the Health Unit covering materials received, or services rendered to the Simcoe Muskoka District Health Unit; and
3. to obtain payment for those allowances specified by management, personnel policies and union agreement to which the employee is entitled as having fulfilled the qualifying conditions, for example, meal allowance.

Procedures

1. To claim reimbursement for expenses, complete the Expense Report form FR0104(F1) as follows:

- a. indicate the reason for incurring the expense (ie. Ministry of Health Meeting - Toronto);
 - b. detail expense items individually by indicating date, explanation, meals, and amounts;
 - c. attach receipts;
 - d. sign the report and submit to your Director or designate for approval;
 - e. when approved, the Administrative Coordinator of the respective service will submit to Finance - Corporate Service, for processing.
2. When approving expense reports, the respective Program Manager as designated by the Service Director will review the expense reports submitted to them to ensure that:
- a. expenses are consistent with policy statement;
 - b. expense reports contain appropriate detail and adequate reasons for expenses incurred; and
 - c. receipts are attached for all expenditures except sundry purchases of under \$1.00.
3. When approving expense reports, Program Managers should give consideration to such factors as:
- a. consistency of application for all employees;
 - b. prevailing conditions; and
 - c. the nature and level of expense incurred.

Related Policies

FI0102 Meal Allowance

Related Forms

FR0104(F1) - Expense Report Form

Final Approval Signature: _____

Review/Revision History:

Revised: September 26, 1996

Revised: March 3, 2010

September 2010, Policy Number change - Previous Number: B4.070