



Policy:	Expense Reimbursement Policy	Policy #	CE-01
Developed By:	Executive Director	Date Approved:	November 6, 2024
Approval:	<hr/> Chair, Board of Directors	Last Revision Date:	N/A
		Original Date:	November 6, 2024

1. PURPOSE

The purpose of this expense reimbursement policy (the “**Policy**”) is to ensure that expenses reimbursed by the Conseil des associations en éducation pour les avantages sociaux - Education Council of Associations for Benefits (“**CAEAS-ECAB**”), for meals, travel and accommodation are for appropriate business purposes, are reasonable and economical in amount, and that adequate controls are established to that end.

2. SCOPE

This Policy applies to all officers, directors and committee members of CAEAS-ECAB that make an expense claim (each a “**Claimant**”).

3. PRINCIPLES

a. Accountability

Given that CAEAS-ECAB is a not-for-profit corporation, it is accountable for all funds used to reimburse travel, meal and accommodation expenses. As such, all reimbursed expenses must be in support of valid CAEAS-ECAB objectives.

b. Transparency

CAEAS-ECAB is accountable to its members and must ensure that this Policy is clear, easily understood and available to all Claimants.

c. Value for Money

CAEAS-ECAB must use its funds in a prudent and responsible fashion. Plans for travel, meals, and accommodation must be necessary and economical.

d. Fairness

CAEAS-ECAB will reimburse all legitimate authorized expenses incurred (during the course of CAEAS-ECAB business) in accordance with this Policy.

4. ACCOUNTABILITY

Expense claims are to be approved by the applicable individual (an “**Approver**”) as outlined below:

- Expense claims made by officers (excluding the President), directors, and committee members who may not be directors (e.g. focus groups) are to be approved by the President.



- b. Expense claims made by the President are to be approved by the Executive Committee (without the President participating in the discussion or vote of the Executive Committee).

5. TRAVEL, MEALS, ALCOHOL & ACCOMMODATION

a. Travel

Claimants are entitled to have certain travel expenses necessary in the course of providing services to CAEAS-ECAB reimbursed by CAEAS-ECAB in accordance with the following:

- i. Travel expenses may only be claimed if necessary to travel outside of the location Claimant ordinarily provides services to CAEAS-ECAB;
- ii. Travel arrangements must be made to take advantage of the most economical and practical means of transport given the destination, timing and other relevant considerations;
- iii. Reasonable transport could be by rail, air or by driving; provided that if reasonable transport is by way of driving, Claimants will be reimbursed based one of a) the Canada Revenue Agency mileage rate or b) cost of car rental and related expenses e.g. fuel, if used;
- iv. CAEAS-ECAB must ensure that mileage claims are reasonable in respect of the destination;
- v. Anticipated extraordinary travel expenses require prior written approval of the Approver; and
- vi. Parking expenses, including at train station, airport, hotel and/or meeting location(s) will be reimbursed.

b. Accommodation

Accommodation while travelling may be reimbursed when it is necessary to travel and stay overnight in a destination to conduct CAEAS-ECAB business.

c. Meals

The reasonable cost of meals will be reimbursed when travelling or when taking other individuals for dinner in the course of conducting CAEAS-ECAB business.

d. Alcohol

There may be certain occasions that justify the reimbursement of alcohol expenses while attending meals or other events in the course of conducting CAEAS-ECAB business, which will be approved by the Approver on a case-by-case basis.

6. DOCUMENTATION

- a. Claimants must retain receipts and provide explanations for all expenses claimed under this Policy.
- b. Claimants must submit expense claims (including original, itemized receipts) on a timely basis (within four weeks of expenditure).
- c. Claimants must repay any overpayments. Such overpayments are considered a debt to CAEAS-ECAB.



- d. Claimants must submit any expense claims prior to ceasing to provide services to CAEAS-ECAB or if departure from CAEAS-ECAB occurs unexpectedly, within 7 days of ceasing to provide services to CAEAS-ECAB.

7. APPROVERS

- a. Approvers must only provide approval for expense claims that were appropriately incurred in the performance of CAEAS-ECAB business.
- b. Approvers must only provide approval for expense claims that include all appropriate documentation.
- c. Approvers must review and approve expense claims on a timely basis.