

PROCEDURES

A. Travel Expenses

1. Employees who are authorized by their Manager to use their own vehicle for Community Living Windsor business will be reimbursed at the established mileage rate.
2. A Proof of Insurance Form must be completed if you are using your car while at work. Mileage will only be paid to those employees who have valid insurance forms submitted.
3. Expense claims for insurance and mileage must be submitted within 3 months of the expense.
4. Employees authorized by their Manager to utilize their private vehicles while carrying out their duties, shall be eligible for reimbursement of the additional insurance premiums charged up to approved limits. To apply for reimbursement, employees must submit proper documentation from the insuring agent to their Manager. If approved, the employee will be reimbursed upon presentation of a receipt from the insuring agent.
5. Employees are required to report all accidents involving their own vehicle while they are working for Community Living Windsor to their own insurance company. Employees are also required to complete a full incident report and submit to their Manager.

B. Travel Outside of Windsor

1. Travel outside of Essex County on agency business must have prior authorization of the immediate Manager or designate.
2. Travel outside of the Province of Ontario, or outside the Country of Canada (ie: Detroit) must have the prior authorization of the Operations Director or Executive Director.
3. When travel is outside Ontario or Canada for the purpose of accompanying people supported, authorization can be requested on a vacation request.
4. Where travel is outside Ontario or Canada (ie: Detroit) for the purpose of a conference, a request to attend must be made in writing to the Operations Director and approval obtained in writing prior to registering.
5. When road transportation is the most practical and economical way to travel, the order of preference shall be:
 - a) Agency vehicle when available;
 - b) Rental vehicle if an agency vehicle is not available and the rental vehicle is more economical than a personal vehicle;
 - c) Personal vehicle.

6. Accidents must be reported immediately to local law enforcement authorities, the agency, the rental agency, and the insurance company.
7. Where a traveller accumulates more than 1000 km/month on a regular basis, the Manager will investigate lower cost options. Where the traveller continues to use a personal vehicle, the rationale for this practise shall be documented.
8. Rail transportation is permitted when this is the most practical and economical way to travel used. Coach/economy class should be used unless there are health issues which indicate otherwise.
9. Air transportation is permitted when this is the most practical and economical way to travel. Travel must be arranged and approved in advance and be booked with fixed dates. Standard economy class is to be used unless health issues indicate otherwise. Business class seating may be considered, with the approval of the appropriate authority, in cases of international flights.
10. Meal allowance, accommodation costs and other out of town expenses must be authorized by an employee's Manager in advance of the trip. Advance funds covering such costs will be available to an employee for approved trips if notice of at least ten (10) days is provided.
11. Employees who are on authorized business shall be entitled to reimbursement of actual reasonable meal costs, with receipts, according to the following guideline:
 - a. Breakfast -\$ 12.00
 - b. Lunch - \$ 15.00
 - c. Dinner - \$ 25.00
 - d. Meal claims include gratuities. Gratuities are not to exceed 15%.
 - e. Where it is not feasible to obtain a meal at the reimbursement amounts noted above due to geography or other considerations, (eg. Toronto, Niagara, etc.) the immediate Manager or designate may pre-authorize an exemption. In such cases, the purchasing employee must exercise good judgement. Any reimbursement requests that are deemed unreasonable or excessive may be denied by a Director or designate.
 - f. In cases of a Person Supported Vacation, in addition to (e) above, if an exemption to the meal cost limit is provided in advance by a Manager or designate, the person supported would reimburse up to the limit noted above (eg \$12 for Breakfast), and the agency would reimburse the remainder.
 - g. Eligible reimbursement amounts do not "carry over." For example, an employee may not skip breakfast and then request reimbursement for \$27 at lunch (\$12 + \$15).
12. Consumable items such as coffee/tea, liquor, and snacks other than meals of breakfast, lunch and dinner are not allowable expenses.
13. Meal allowances may not be claimed for any meal which is provided and included in the cost of conferences, seminars or training events.
14. For overnight stays reimbursement will be made for reasonable costs for necessary calls home for each night away. Wherever possible the most cost-effective method should be used.