

## Ingersoll Support Services Inc.

### Policy: Expense Claims

**Policy # A 7**

Section: Administration

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Review Date: March 22 2019

Ministry requirement - yes

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*All expenses must be documented and submitted to Ingersoll Support Services for reimbursement using the designated expense form.*

### Procedure:

1. Prior approval by the direct supervisor or Board of Directors is required in order to claim expenses. Expenses may include, but not be limited to, meals, accommodation, course fees, conference fees, parking and mileage.
2. The expense form must include the type of expense, the amount, date the expense was incurred, the reason for the expense and the total amount to be reimbursed. The maximum meal allowance is \$6.00 per breakfast or lunch and \$10.00 for supper.
3. Receipts for each itemized expense must be attached to the form to be reimbursed for the expense.
4. It is expected that employees will use Ingersoll Support Service vehicles before using their personal vehicle to conduct Ingersoll Support Services business.
5. Employees are expected to use their personal vehicles for transportation in the course of conducting Ingersoll Support Services Business. They may either receive reimbursement from Ingersoll Support Services at a rate of \$0.40 per kilometer or, may claim their expenses through their taxes. The Executive Director will sign a T2200 form for tax purposes. According to Revenue Canada T2200 it is the responsibility of each employee to keep their own records and file with their taxes.
6. All expense forms must be signed and dated by the employee who incurred the expense and submitted by the 25<sup>th</sup> of each month for the month previous.
7. All employee expenses will be reviewed and approved by the direct supervisor or Board of Directors.

8. Board members will use the same procedures outlined to claim expenses incurred while conducting business on behalf of Ingersoll Support Services.
9. The Board of Directors will approve expenses incurred by Board members for payment.