

POLICY: FN-002

General Expense Control

Purpose

The purpose of this Policy is to establish appropriate spending levels while ensuring acceptable levels of control and accountability in the day-to-day operations of the organization.

Policy Statement

OCAPDD's goal is to provide the highest level of service while ensuring we receive the best possible value for money in the delivery of these services.

OCAPDD will pay for or reimburse employees for expenses that are:

1. Related to the business of OCAPDD,
2. Appropriate and reasonable,
3. Are supported by appropriate documentation,
4. Are authorized in accordance with the policies of OCAPDD.

All business related expenses and reimbursement are subject to internal and external audit. Any reimbursed expenses that are found to be not compliant with this policy must be repaid by the employee.

Hospitality

Hospitality includes providing food, beverages, accommodation and transportation in the course of conducting association business, staff recognition and board events. Hospitality will be extended as economically as possible. Any expenses related to hospitality and staff recognition will be charged to Department # 150 and approved by the Executive Director on a case by case basis. In no circumstance are Ministry or donated funds used to pay for hospitality and staff recognition.

Alcohol

As a rule OCPADD does not pay for alcoholic beverages. In exceptional circumstances where alcohol is approved by the Executive Director or President of the Board it must be charged to Dept. # 150. In no circumstance are Ministry or donated funds used to pay for alcohol.

Membership Fees

The professional membership fees of staff will be reimbursed if membership in the organization is a job requirement and/or is beneficial to OCAPDD or is a requirement of a collective agreement.

Local Staff Travel

Employees using their own automobiles for OCAPDD business shall be paid at the kilometer rate established by the Association.

Out of Town staff Travel

All out of town trips must be approved by the employee's respective Director, in advance.

Parking

Parking receipts are required for reimbursement, unless at a parking meter. **Generally, parking tickets will not be reimbursed.**

Meals

Meals will only be reimbursed when travelling out of town or as approved by the Executive Director or President. Receipts are required for reimbursement.

The maximum OCAPDD will pay for meals is:

Breakfast -	\$10.00
Lunch -	\$15.00
Dinner -	\$25.00

Maximum daily reimbursement will be \$50.00 for meals while travelling out of town.

Related Policies

FN-003 Signing Authority

FN-004 Levels of Authority

FN-005 Travel Cost Reimbursement