



58 Queen Street South, Kitchener, Ontario • N2G 1V6 • Telephone (519) 743-1151 • Fax (519) 743-3840

Travel, Meal and Hospitality Expense Policy

This policy is intended to meet the requirements of the *Broader Public Sector Accountability Act, 2010* (part IV – Expense Claims: Allowable Expenses) in relation to funding from the Government of Ontario and the Government of Canada. This policy applies to all staff, and Directors of The Working Centre and relates only to activities that relate directly with business activities of the organization.

Principles

We support and are guided by the principles articulated by the Management Board of the Government of Ontario.

These include

- 1. Accountability:** All personnel at The Working Centre are responsible for the responsible use of public funds used to reimburse travel, meal and hospitality expenses. We have designated an individual to oversee the company's compliance with the Act and our Principles.
- 2. Transparency:** The process for incurring and reimbursing travel, meal and hospitality expenses will be included as a part of staff orientation. The rules around this process will be made available to the public upon request.
- 3. Value for Money:** All government funding will be used prudently and responsibly. Plans for travel, meals, accommodation and hospitality will be necessary and economical with due regard for health and safety.
- 4. Fairness:** Only legitimate authorized expenses incurred during the course of the activities of The Working Centre will be reimbursed.

Authorization

Plans to use government funding to cover expenses related to travel, meal and hospitality expenses will be reviewed by the appropriate supervisor and the process to submit expense receipts will be discussed.

Documentation in the form of receipts or registration confirmation will be required for all reimbursements and will be submitted to the appropriate bookkeeper. The Bookkeeper will then review these submissions with both the original supervisor, and one other supervisor to ensure transparency and accountability.

For questions or further discussion of this policy, please feel free to contact us by phone at 519-743-1151, or email genmail@theworkingcentre.org. You are also welcome to come in person to 58 Queen Street South.