

Section: EMPLOYMENT TERMS AND CONDITIONS	Policy Number: HR 7.4
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Policy: EXPENSE REIMBURSEMENT: MEALS/ACCOMMODATION ALLOWANCE	Date Approved: June 2018
	Date Reviewed:
Policy Attachment(s):	
<ul style="list-style-type: none"> ■ Travel Claim and Expense Form 	

POLICY

KW Habilitation will reimburse employees for expenses incurred in the course of performing their responsibilities with prior approval (See Policies F 7.24 and F 7.25).

Expenses in connection with employee attendance at recognized conferences will be reimbursed as pre-approved. The actual cost of the conference meals, where the amount is predetermined, will be reimbursed.

The costs of appropriate accommodation, when required, and meals will be reimbursed. Such costs must be supported by vouchers or receipts. The maximum amount for meal reimbursements which includes taxes and gratuities are confirmed on an annual basis. The current schedule of rates is as follows: Accountable Expense	Reimbursement Rate
Personal Vehicle	\$ 0.49 / km
Meals (including tips/gratuities)	
Dinner/Supper	\$ 22.50
Lunch	\$ 12.50
Breakfast	\$ 10.00

PROCEDURES

- 1.0 The employee submits a written request to their designated Manager for reimbursement of expenses.
- 2.0 The designated Manager reviews the expense reimbursement request in terms of its relevance and forwards to the designated Director for approval.
- 3.0 The designated Director reviews the expense reimbursement request and determines its status.

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4.0 The designated Director and Executive Director have the authority to deny reimbursement of any expenses deemed not to be appropriate.