



It starts with Scouts.

# Expense Reimbursement Guideline & Procedures

## EXPENSE REIMBURSEMENT GUIDELINE & PROCEDURES

### 1. General

- Before incurring expenses, plan ahead and combine trips or carpool when possible.
- Always book the least expensive means of transportation.
- Use of corporate credit cards are restricted to corporate business; no personal expenses.

### 2. Expense reports

- Expense reports must be submitted to support all credit card charges, and reimbursement requests for Scouts Canada expenditures, within 10 days from the end of each month for the preceding month expenses.
- The expense template must be filled out in Excel, and submitted with scanned receipts. If extra lines are required for mileage claims, additional lines can be inserted into the form.
- Pre-approval of all expenses must be obtained by the appropriate authorized individual prior to incurring costs.
- Each scanned or softcopy receipt must be listed separately on the expense report.
- Detailed and legible scanned receipts must accompany each report, and must indicate the items purchased, the amount of sales tax, and the Vendor HST/GST# when HST/GST is paid.
- Original receipts should be retained in case of a tax audit.
- Credit card/Interac receipts showing totals only are not acceptable on their own, but are required to support the amount of any tip paid.
- Expense reports must be approved by the appropriately authorized individuals.
- Expense reports must be forwarded to the Accounts Payable department or Finance person in the appropriate Operations Centre(Service Centre) for processing.

### 3. Business expenses which will be reimbursed

- Economy class airfare, train or bus transportation.
- Rental car costs if cost of rental and gas is less than economy air, train, bus or driving a personal vehicle.
- Tolls and ferry costs as deemed to be necessary.
- Enterprise Rent-A-Car Rental offers preferred business rates as well as special mileage allowances which may be cost-effective for travelers. Rates should be compared to current available rates in order for the most economical option to be selected. In order to take advantage of the preferred business rate, please quote customer number 3CA2737. Payment due when the vehicle is picked up.
- Airport fees.
- Lodging in the city of destination.
- Taxi fares and tips, to and from a destination within a city.
- Fees for commercial parking lots, regular parking at hotels (not valet), convention and meeting facilities.
- Personal vehicle mileage allowance is based on km driven, if rental is not a viable option.
- Mileage will be reimbursed at 52 cents per km for the first 5000 km, 47 cents per km after. Meals are reimbursed based on actual costs, must be supported by detailed receipts, must list the participants on the back of the receipt, and are eligible for reimbursement up to the following daily maximum amounts:

- i. Breakfast \$15.00
  - ii. Lunch \$20.00
  - iii. Dinner \$30.00

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## 4. Expenses which will not be reimbursed

- Alcoholic beverages
- Upgrades to hotel rooms
- Upgrades to a higher class of travel service
- Change fees for travel service, unless authorized by the appropriate individual
- Fees for more than one checked bag, or baggage handling
- Charges for valet parking
- **Rental Car Insurance**
- Expenses related to travelling with a spouse or guest, unless the guest is requested to travel by Scouts Canada
- Fines for traffic or parking violations
- Charges for personal items, including clothing and toiletries
- Charges for personal entertainment such as magazines, books, movies or games

## 5. Guidance

- Assistance on tax matters may be obtained from Pravin Patel by contacting him by telephone at 613-224-5134 extension 273 or by email at [ppatel@scouts.ca](mailto:ppatel@scouts.ca)