

849.0	PROGRAM EXPENSES	849.0
Application: Community Based Services		References: BC Employment Standards Act

POLICY:

Program activity expenses are reimbursed only when directly related to the person receiving services CLBC and S³ goals and outcomes.

Employees adhere to the following established guidelines to ensure they are reimbursed for personal expenses occurred while on NSDRC business.

Mileage Costs:

Employees are reimbursed the rate of \$0.41 per kilometer to a capped maximum when using their personal vehicle to conduct NSDRC business.

Capped rates are calculated as follows:

- Total number of hours worked during the pay-period x 1.69 divided by 0.41 = the maximum kilometers allowable.
- **Example:** employee works 5 hours per week, timesheet submitted indicates a total of 10 hours worked.
- Calculation (10hrs x 1.69 = 16.9 ÷ \$0.41 = 41.21). Employee will be reimbursed to a maximum of 41.21 kilometers.

Transportation Costs:

Transportation costs, other than mileage, must be pre-approved by the Team Leader or their designate (e.g. parking, taxi, train or ferry fares).

Food Costs:

Employees and the person receiving service are required to pay for their meals while on shift or engaged in an activity with the person receiving service.

Employees working five (5) or more hours per day are reimbursed a maximum allowable amount of \$5.00 for food costs. Employees working less than five (5) hours per day require prior written approval from their Team Leader or their designate for reimbursement of food costs.

Activity Costs:

Employees receive a maximum allowable amount of \$5.00 (per week) for activities related to the individuals S³ goals and outcomes. All other expenses require prior written approval from the Team Leader or their designate (e.g. special events, etc).

Employees assisting a person receiving service at the North Vancouver Recreation Centres can do so free of charge and therefore will not be reimbursed for costs arising.

REASONS FOR POLICY:

The NSDRC has a legal and moral obligation to reimburse employees for work related expenses in a prompt and timely fashion.

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DEFINITIONS: Refer to Glossary of Definitions located in Volume 1 Association Structure and Supports for further information.

PROCEDURES:

Transportation Expenses:

1. Employee's record kilometers accrued from the time the person receiving service enters their vehicle until the time the individual is returned to their original location. Refer to **Form 849.0A Mileage and Contracted Expenses** for further information.
2. Employees and person receiving service are encouraged to access public transit whenever possible. **Note:** (the person receiving service is responsible for their cost of using public transit).
3. Where the person receiving service lives in a remote area with limited public transit and additional kilometers are required, prior approval is obtained by the employee from the Team Leader or their designate.
4. Employees are not reimbursed for the cost of using public transit when the person receiving service is over the age of twelve (12) and has access to a valid Trans Link Handy Card.

Activity Expenses:

5. The person receiving service is responsible for paying their own activity expenses.
6. Employees are encouraged to ask for discounted rates or use locations that offer free admission passes. Employees may be asked to show a NSDRC staff ID card.
7. Employees submit original receipts (e.g. food receipts, transit transfers etc.) for reimbursement stapled face up using **Form 849.0A Mileage and Contracted Expenses**. **Note:** Where a receipt is not issued (e.g. parking meter, locker fee) employees may produce a hand written receipt.
8. Employees are reimbursed expenses accrued one pay period after submission.

Subsidy:

9. Where a person receiving service requires financial support the employee is notified in advance by the Team Leader or their designate and a monthly subsidy is allotted to the employee to pay for activities or meals for the person receiving service.
10. If an employee knows of or believes that a person receiving service may require financial assistance, the employee discusses the circumstances with the Team Leader or their designate to obtain the appropriate funding.