



FINANCE SERVICES MANUAL

Business Expenses and Reimbursement		POLICY # FN 13.00	
APPROVED BY: Executive Director		APPROVAL DATE:	Mar 2, 2016
CROSS REFERENCE: (if applicable)		REVISION DATE:	January 20, 2020
		REVIEW DATE:	

1.0 POLICY STATEMENT

The **Children's Aid Society of the District of Nipissing and Parry Sound (the "Society")** is a BPS organization and as such, has established rules with respect to allowable expenses that are consistent with legislation. The Society recognizes that in the course of their duties, an employee may incur out-of-pocket expenses because of the nature of their employment. The Society will reimburse employees, board members, resource providers, and volunteers for reasonable expenses in support of a Society business objective

This Policy and its respective procedure is based on the four key principles of Accountability, Transparency, Value for Money and Fairness.

* See page 2 for definitions



2.0 DEFINITIONS

2.1 BPS Organizations: “Designated broader public sector organization” as defined under the *Broader Public Sector Accountability Act, 2010*

2.2 Supervisor: Refers to the supervisor of the employee with budgetary control over the employee’s expenses.

2.3 Consultant: means a person or entity under an agreement, other than an employment agreement, providing expert or strategic advice and related services for consideration and decision making.

2.4 Itemized Receipt: is a document from the vendor itemizing the goods and/or services received, and each good and/or service cost per unit. Credit card charge slips are only considered a receipt if detailed itemization is provided.

2.5 Hospitality: the provision of food, beverages (including alcohol), accommodation, transportation or other amenities at public expense to persons who are not engaged to work for the Society, designated BPS Organizations, and the Ontario Government.

3.0 REVISION HISTORY

Policy Number	Date	Revised/Reviewed By	Description of Revision
FN 13.10	March 2, 2016		Original
	Jan 30, 2020	Krysta Parks	Update
	November 2024	Krysta Clermont	Format and update contents