



FINANCE SERVICES MANUAL

Travel Expenses		POLICY # FN 13.10	
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 any travel, meals and hospitality expenses incurred by the Society will be business related, and strike a balance between economy, health and safety, and efficiency of operations.

The purpose of this policy and its associated procedure is to provide direction on incurring and claiming reimbursement for travel, meal or hospitality expenses while on Society business. The Policy reflects the requirements of the [Broader Public Section \(BPS\) Expenses Directive 2020](#) and its key principles of accountability, transparency, value for money, and fairness.

* See page 2 for definitions



DEFINITIONS

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

2.1 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.

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.

2.0 REVISION HISTORY

Policy Number	Date	Revised/Reviewed By	Description of Revision
FN 13.10	March 2, 2016		Original
	Jan 30, 2020	Krysta Parks	Update
	Sept 2023	Krysta Clermont	Revised Procedure No., format, content