

Policy No.: HR-57
Policy: BUSINESS EXPENSE INCLUDING TRAVEL, MEALS AND HOSPITALITY
Approved By: Board of Directors
Effective Date: September 13, 2007
Review Date: May 30, 2017
Review Date: May 30, 2021
Reference: [HR-57 - Expense Rules Procedure](#)

It is the policy of the Society that:

Business expenses including travel, meal and hospitality expenses shall be consistent with the Broader Public Sector Expense Directive and the Travel, Meal and Hospitality Expenses Directive. All expenses shall be based on four key principles:

- Accountability – the Society shall be accountable for the use of public funds and all expenses shall support business objectives.
- Transparency – the Society shall be transparent to all stakeholders and shall establish rules for incurring and reimbursing expenses including travel, meal and hospitality expenses that are clear, easily understood and available to the public.
- Value for Money – the Society shall use taxpayer dollars prudently and responsibly. Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Fairness – legitimate authorized expenses incurred during the course of business shall be reimbursed.

Expenses of a personal nature will not be reimbursed. Such expenses include but are not limited to expenses for:

- Recreational purposes;
- Personal items;
- Traffic and parking violations;
- Alcoholic drinks and
- Friends or family members

This policy and the expense rules apply to all individuals associated with the Society who are making expense claims including:

- Employees
- Board Members

- Consultants and Contractors
 - Foster Parents
 - Volunteers
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