

<b>Section:</b> EMPLOYMENT TERMS AND CONDITIONS	<b>Policy Number:</b> HR 7.5
	<b>Total Pages:</b> 1 of 1
<b>Policy:</b> EXPENSE REIMBURSEMENT: TRAVEL	<b>Date Approved:</b> October 2017
	<b>Date Reviewed:</b>
<b>Policy Attachment(s):</b>	
<ul style="list-style-type: none"> <li>■ Travel Claim and Expense Form</li> </ul>	

## POLICY

KW Habilitation will reimburse employees for reasonable travel expenses when executing the business of the organization. The most economical and reasonable method of transportation will be used taking into consideration the time and cost involved. Mileage costs will be reimbursed at the rate established by KW Habilitation. Travel expenses including parking, toll charges, and incidental transportation charges (e.g., taxi) will be reimbursed at actual costs with corresponding receipt(s). A Travel Claim and Expense Form can be declined if it is not complete or is deemed not to be appropriate (See Policies F 7.24 and F 7.25).

## PROCEDURES

- 1.0 An employee authorized to use their own vehicle for executing the business of KW Habilitation and/or approved for reimbursement of travel expenses, must complete a Travel Claim and Expense Form and attach any corresponding receipt(s).
- 2.0 The Travel Claim and Expense Form must be completed by the employee within thirty (30) days of the incurred travel expense and then submitted to his/her designated Manager for approval.
- 3.0 Once the designated Manager has approved the Travel Claim and Expense Form is forwarded to the Director of Finance and Administration to process payment.