

Section: EMPLOYMENT TERMS AND CONDITIONS	Policy Number: HR 7.4
	Total Pages: 1 of 2
Policy: EXPENSE REIMBURSEMENT: MEALS/ACCOMMODATION ALLOWANCE	Date Approved: June 2018
	Date Reviewed: November 2021
Policy Attachment(s):	
<ul style="list-style-type: none"> ■ Travel Claim and Expense Form 	

POLICY

KW Habilitation will reimburse employees for expenses incurred in the course of performing their responsibilities with prior approval (See Policies F 7.24 and F 7.25).

Expenses in connection with employee attendance at recognized conferences will be reimbursed as pre-approved. The actual cost of the conference meals, where the amount is predetermined, will be reimbursed.

<p>The costs of appropriate accommodation, when required, and meals will be reimbursed. Such costs must be supported by vouchers or receipts. The maximum amount for meal reimbursements which includes taxes and gratuities are confirmed on an annual basis. For expenses above the BPS Reimbursement Rate, the difference will be covered by funds not provided by the Ministry of Children, Community & Social Services. The current schedule of rates is as follows: Accountable Expense</p>	KWH Reimbursement Rate	BPS Reimbursement Rate	
	Personal Vehicle	\$ 0.55 / km	\$0.40/km
	Meals (including tips/gratuities)		
	Dinner/Supper	\$ 30.00	\$22.50
	Lunch	\$ 20.00	\$12.50
	Breakfast	\$ 15.00	\$10.00

PROCEDURES

- 1.0 The employee submits a [Travel and Personal Expense Reimbursement Form](#) for reimbursement of expenses along with attached receipts.
- 2.0 The designated Manager reviews the expense reimbursement request in terms of its relevance and forwards to the designated Director for approval.

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- 3.0 The designated Director reviews the expense reimbursement request and determines its status.

- 4.0 The designated Director and Chief Executive Officer have the authority to deny reimbursement of any expenses deemed not to be appropriate.