



It starts with Scouts.

# Expense Reimbursement Guideline & Procedures

## EXPENSE REIMBURSEMENT GUIDELINE & PROCEDURES

### 1. General

- Before incurring expenses, plan ahead and combine trips or carpool when possible.
- Always book the least expensive means of transportation.
- Use of corporate credit cards are restricted to corporate business; no personal expenses.

### 2. Expense reports

- Pre-approval of all expenses must be obtained by the appropriate authorized individual prior to incurring costs.
- Expense reports must be submitted to support all credit card charges, and cash reimbursement requests for Scouts Canada expenditures, within 10 days from the end of each month for the preceding month expenses.
- The expense template must be filled out in Excel, and submitted with scanned receipts. If extra lines are required for mileage claims, additional lines can be inserted into the form.
- Each scanned or electronic receipt must be listed separately on the expense report.
- Detailed and legible scanned receipts must accompany each report, and must indicate the items purchased, the amount of sales tax, and the Vendor HST/GST# when HST/GST is paid.
- Credit card/Interac receipts showing totals only are not acceptable on their own, but are required to support the amount of any tip paid.
- Original receipts should be retained until cash expense claims have been paid.
- Completed Expense reports must be approved by the appropriately authorized individuals.
- Approved Expense reports must be forwarded to the Accounts Payable department or Finance person in the appropriate Operations Centre (Service Centre) for processing.
- Expense claims for all employees and Scouts Canada Volunteers are paid by EFT (electronic direct deposit)

### 3. Business expenses which will be reimbursed

- Economy class airfare, train or bus transportation.
- Tolls and ferry costs as deemed to be necessary.
- Airport fees.
- Lodging in the city of destination.
- Taxi fares and tips, to and from a destination within a city.
- Fees for commercial parking lots, regular parking at hotels (not valet), convention and meeting facilities.
- Meals are reimbursed based on actual costs, must be supported by detailed receipts, must list the participants on the back of the receipt, and are eligible for reimbursement up to the following daily maximum amounts per person:
  - Breakfast \$15.00
  - Lunch \$20.00
  - Dinner \$30.00
- Car Rentals:
  - Rental car costs if cost of rental and gas is less than economy air, train, bus or driving a personal vehicle.
  - Car rentals providing that the rate is the most economical form of travel
  - Scouts Canada has selected Avis/Budget as the primary car rental provider
  - All Corporate Rentals should be put on the Corporate AMEX card. The Corporate AMEX carries insurance.  
*Note: Vans, Cube Vans, Cube Trucks and Transport Trucks are not covered under this insurance.*
  - In order to take advantage of the preferred business rates, please quote these discount numbers - Avis C860100 or Budget A233700



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- Rates should be compared to current available rates in order for the most economical option to be selected
- Avis and Budget give a rebate of 3% back to Scouting
- This offer extends to all staff, members, volunteers, and family – both for professional and person use
- If you have a program standing with another company, Avis and Budget will match it.
- Payment is the responsibility of the person renting the vehicle
- We encourage you to go online and set up your rental account with Avis/Budget as soon as you receive your Corporate credit card.
- With a rental account in place, receipts are e-mailed to you
- Additional information on car rentals can be obtained from Kelsey Friend, the Business Services Administrator. Please contact her by e-mail: [kelsey.friend@scouts.ca](mailto:kelsey.friend@scouts.ca)
- Corporate Car Rental - Vehicle Damages:
  - Walk around prior to leaving the dealership to see if there are any standing damages. If there are, please have them note this and sign the agreement prior to leaving.
  - If any damage is done to the rental during use – Take photos - DO NOT PAY
  - Contact Kelsey immediately by e-mail with the details at [kelsey.friend@scouts.ca](mailto:kelsey.friend@scouts.ca)
  - In the e-mail, give Kelsey permission to handle this matter on your behalf
- If rental is not a viable option, Personal vehicle mileage allowance is based on km driven,
- Mileage will be reimbursed at 52 cents per km for the first 5000 km, 47 cents per km after.
  - A completed mileage log or detailed expense report that outlines the date travelled, business purpose of travel (eg: meeting & location), and number of km driven must be submitted.

## **Expenses which will not be reimbursed**

- Alcoholic beverages
- Upgrades to hotel rooms
- Upgrades to a higher class of travel service
- Upgrades and change fees for Airfare seat selections
- Change fees for travel service, unless authorized by the appropriate individual
- Fees for more than one checked bag, or baggage handling
- Charges for valet parking
- Rental Car Insurance
- Expenses related to travelling with a spouse or guest, unless the guest is requested to travel by Scouts Canada
- Fines for traffic or parking violations
- Charges for personal items, including clothing and toiletries
- Charges for personal entertainment such as magazines, books, movies or games

## **5. Guidance**

- Assistance on tax matters may be obtained from Saima Hanif by contacting her by telephone at 613-224-5134 extension 273 or by email at [saima.hanif@scouts.ca](mailto:saima.hanif@scouts.ca)