FAMILY VISIONS INCORPORATED
POLICY AND PROCEDURE MANUAL

POLICY: **EMPLOYEE EXPENSES**		POLICY NO: HR-012
	DATE Issued: September 28, 2011	PREVIOUS POLICY NO/NAME: Employee Expenses HR03-130
	DATE Reviewed:	RELATED DOCUMENTS: Employee Expense Form – Appendix
APPROVED BY: Board of Directors	DISTRIBUTION: Human Resources APPLICATION: FV Employees	

POLICY:
To ensure that all employees are informed of Family Visions Inc. guidelines and regulations pertaining to reimbursement of expenses.

PROCEDURE:
1. Employees shall be reimbursed for pre-approved, Agency established expenses incurred in the performance of their duties as documented by receipt and/or written declaration.
2. Pre-authorization is exempt for expenses incurred in emergency situations.
3. Employee Expense (Appendix) reimbursement must be submitted within 45 days of expense.
4. Out-of-town meal allowances will be consistent with government guidelines. Receipts must be submitted in for reimbursement.
5. Out-of-town incidentals are set at $4.00 per day. Receipts must be handed in for reimbursement.
6. Employees will be paid mileage as set by the Collective Agreement.