

Policy Title: Reimbursement of Business Expenses

Category:	<input type="checkbox"/> Institutional - Board <input type="checkbox"/> Academic - Administrative <input checked="" type="checkbox"/> Institutional - Administrative <input type="checkbox"/> Employment - Administrative		
Approved by:	<input type="checkbox"/> Board <input checked="" type="checkbox"/> President		
Date approved:	March 28, 2024	Effective date:	March 28, 2024
Policy Sponsor:	Vice President, Administration and Finance	Date last reviewed:	March 28, 2024
Date of Mandatory Review (expiry date):	March 2029	Date of last revision of Procedures:	March 28, 2024

1. POLICY

1. CMCC reimburses employees for reasonable and necessary expenditures while traveling for CMCC business, including for grants and contracts.
2. Travelers are to choose standard (e.g. average priced) accommodation, meals and method of transportation that meet the traveler's scheduling and business needs.
3. Reimbursement will be for expenses that include but are not limited to: economy air, rail, taxi or car travel, food, beverages, and gratuities. Personal expenses will not be reimbursed.
4. Reimbursement will be made following submission of appropriate forms completed by the employee and signed by their supervisor along with original receipts that are accompanied by detailed expenses (if separate), proof of payment, the reason for the activity, and the name(s) of the individual(s) or a group of individuals involved.
5. CMCC will reimburse the business expenses incurred by employees, provided that:
 - their supervisor has pre-approved the expense to be incurred
 - the employee was involved in CMCC business
 - the expenses were reasonable, proper and necessary
 - the claim was appropriately documented, and

- the expenses, where applicable, were in compliance with the policies and procedures of external funding organizations.
6. Employees shall repay any overpayments on claim submissions.
 7. Expenses in this policy are claimed and reimbursed in Canadian funds. Expenses incurred in a currency other than Canadian dollars will be reimbursed based on the Average Monthly Exchange Rate for the currency as provided by CMCC's bank, or the actual exchange rate incurred on the expense as supported by documentation.
 8. When an employee has been reimbursed for business expenses (e.g., travel, conference registration) and resigns prior to the travel date, the employee may be responsible for reimbursing such costs to CMCC.
 9. Employees may be given access to a corporate purchasing card where the nature of their job requires such use. This card may only be used for business expenses, not for expenses of a personal nature, nor for cash advances.
 10. Employees who are provided with a corporate purchasing card are required to abide by this policy and agree to abide by the terms and conditions of a Purchasing Card Usage Agreement.

2. PURPOSE

To reimburse employees for fair and reasonable expenses incurred personally while on CMCC business.

3. SCOPE

All employees.

4. INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

N/A

5. RELATED POLICIES (not a comprehensive list)

- Conflict of Interest and Conflict of Commitment
- Expenditure Authorization

6. DEFINITIONS

N/A

New Policy Approved (date):	
------------------------------------	--

Policy Revision History (dates):	Reimbursement of Expenses, - June 2008 October 29, 2015 Reimbursement of Business Expenses – December 8, 2016 March 28, 2024
---	---

-----**END OF POLICY**-----

7. PROCEDURES

1. Prior to travel, a Request for Travel Approval form must be submitted to and approved by the employee’s supervisor.
2. Reimbursement will be made following submission of an expense form, signed by the supervisor, which is accompanied by original receipts to support the expense, proof of payment, the reason for the activity, and the name(s) of the individual(s) or a group(s) of Individuals in attendance.
3. All charges to a corporate purchasing card must be supported by appropriate documentation and coded for accounting purposes prior to submission for payment.
4. Employees granted access to a corporate purchasing card must abide by the terms and conditions of the Purchasing Card Usage Agreement. (Attachment)
5. Employees must obtain written approval to receive reimbursement for expenses without receipts. A written explanation of why the receipt is unavailable, description of the item(s) and expense(s) is to be outlined and submitted on the Missing Receipt Form (see attached) and approved by your immediate supervisor.

New Procedure Approved (date):	
Procedure Revision History (dates):	Reimbursement of Expenses, - June 2008 Reimbursement of Business Expenses – December 8, 2016

8. ATTACHMENTS

Purchasing Card Usage Agreement

Missing Receipt Form Template

Canadian Memorial Chiropractic College
Purchasing Card Usage Agreement

Use of purchasing cards:

- Where the supplier has the capacity, transactions will be coded to individual employee's cards for greater facility at the time of invoicing.
- Employees must retain and initial all receipts and note the purpose of the expense on the back of each receipt.
- All airline ticket purchases must be processed through the President's Office and will be charged to the central purchasing card.

Purchasing card invoicing, authorization and payment:

- Accounting will receive all statements monthly and deliver a photocopy to each cardholder.
- The cardholder shall submit all the corresponding receipts to the appropriate authorizing manager within five (5) days of receiving the statement.
- Charges for items where the receipt has been misplaced must be explained and the authorizing manager must initial the specific charge and indicate "receipt missing" beside it.
- The authorizing manager will confirm that the charges are justified and appropriate, before authorizing the invoice for payment by signing the body of the statement.
- The cardholder will submit the duly authorized report and attached receipts to Accounting within seven (7) days of receiving the statement
- Failure to abide by the above noted timelines may result in late payment charges being applied to the department and the withdrawal of the credit card from the employee.

Please refer to CMCC's Reimbursement of Business Expenses policy for further details.

AGREEMENT:

I have read and understood the CMCC Purchasing Card Usage Agreement form and Reimbursement of Business Expenses policy. By signing below, I give my permission for CMCC to withhold (deduct) from my pay any personal charges or unauthorized or unreported expenses incurred by me using their card, and confirm that I will return my card to Human Resources upon termination of my employment at CMCC.

Employee Name (please print): _____

Employee Signature: _____ Date: _____

Card Number: _____ Expiry Date: _____



CMCC

Canadian Memorial Chiropractic College

NOTICE OF MISSING RECEIPT FORM

I hereby report that I have lost or been unable to secure a receipt for the purchase of goods and/or services identified below:

Check all that apply:

Expense Report Claim

CMCC Credit Card (Purchasing Card) Statement

I have lost the receipt for purchase of a good and/or service

I have made several attempts to secure the receipt by contacting the vendor

I have attached the packing slip with this form

I have attached a portion of the product packaging (box, flap, etc...) to this form

I have attached a copy of the original order form to this form

Date of Purchase: _____

Transaction ID: _____

Merchant: _____

Amount of Purchase: _____

Item(s) Purchased: _____

Additional Comments: _____

This signed document will be placed on file as a substitute for the original receipt. I understand that repeated incidents of lost receipts may be considered misuse of CMCC funds and may result in the loss or purchasing privileges or non-reimbursement of personal funds.

Employee Name (Print)

Employee Signature

Date

Immediate Supervisor's Signature