

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:	December 8, 2016	Effective date:	December 8, 2016
Policy Sponsor:	Vice President, Administration & Finance	Date last reviewed:	December 8, 2016
Date of Mandatory Review (expiry date)	December 2021	Date of last revision of Procedures	December 8, 2016

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 the least costly 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 names of the individuals or groups of individuals involved.
5. CMCC will reimburse the business expenses incurred by employees, provided that:
 - a. their supervisor has pre-approved the expense to be incurred
 - b. the employee was involved in CMCC business
 - c. the expenses were reasonable, proper and necessary
 - d. the claim was appropriately documented, and
 - e. the expenses, where applicable, were in compliance with the policies and procedures of external funding organizations.
6. Foreign exchange 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.
7. When an employee has been reimbursed for business expenses (e.g., travel, conference registration) and resigns prior to the travel date, the employee will be responsible for reimbursing such costs to CMCC.

8. 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.
9. 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

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

-----**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 names of the individuals or groups 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)

New Procedure (date):

Procedure Revision History (dates):

Reimbursement of Expenses, - June 2008

Reimbursement of Business Expenses – December 8, 2016

8 ATTACHMENTS

Purchasing Card Usage Agreement

Attachment

**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: _____