

City of Mississauga

# Corporate Policy & Procedure



**Policy Title: Allowable Business Expenses/Reimbursements - Employees and Citizen Members of Committees and Boards**

**Policy Number: 04-05-11**

**Draft Only – September 9, 2020**

Section:	<b>Finance and Accounting</b>	Subsection:	<b>Business Expenses</b>
Effective Date:	<b>August 5, 2020</b>	Last Review Date:	<b>October, 2017</b>
Approved by: <b>Council</b>	Owner Division/Contact: <b>Accounts Payable, Finance Division, Corporate Services Department</b>		

## Policy Statement

The City of Mississauga permits employees and citizen members of committees and boards to expense certain business costs within approved budget limits and in accordance with this policy.

## Purpose

The purpose of this policy is to provide information on allowable expenses and the expense reporting, documentation and approvals required for each.

## Scope

This policy applies to all employees and citizen members of committees and boards. If the provision for same in a particular collective agreement conflicts with this policy, the collective agreement will apply.

Expenses incurred by elected officials are paid through Corporate Policy and Procedure - Elected Officials' Expenses.

This policy applies only to expenses that are not covered by a specific policy or procedure, including:

- Expenses associated with the use of a personal vehicle for City business (refer to Corporate Policy and Procedure – Car Allowance/Reimbursement for Use of Personal Vehicles for City Business)
- Uniform cleaning (refer to Corporate Policy and Procedure – City Uniforms and Dry Cleaning)
- Meal allowance while working overtime (refer to Corporate Policy and Procedure - Meal Allowance)
- Tuition and course fees (refer to Corporate Policy and Procedure – Tuition Reimbursement)
- Safety eyewear (refer to Corporate Policy and Procedure – Safety Eyewear)

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

2 of 12

- Safety footwear (refer to Corporate Policy and Procedure – Safety Footwear)
- Gifts for retiring employees (refer to Corporate Policy and Procedure – Retirement Gifts)
- Professional association or membership fees (refer to Corporate Policy and Procedure – Professional Association Fees)
- Donations or floral tributes (refer to Corporate Policy and Procedure – Expressions of Sympathy), and
- Employee recognition, appreciation or team building (refer to Corporate Policy and Procedure – Employee Recognition/Appreciation/Team Building Expenses)

## Definitions

For the purposes of this policy:

“SCES” means the SAP Concur Expense System used by staff and elected officials to claim and report all business expenses, including car allowance, incidental/out-of-pocket expenses and those incurred on a procurement card (PCard).

## Payment Options and Reimbursement

Wherever possible, allowable business expenses must be paid via procurement card (PCard). PCards will be issued to eligible employees who are required to make purchases related to City business. For information on reconciliation of expenses purchased with a PCard refer to Corporate Policy and Procedure – Finance and Accounting – Procurement Cards.

Employee reimbursement will be via an electronic fund transfer (EFT) to their primary bank account on file with the City’ Payroll Section, Financial and Treasury Services, Finance Division.

Under no circumstances may a SCI Payment Request or a Payment Requisition Form E195 be used to reimburse an employee.

Expenses of \$50 or less may be paid through petty cash, in accordance with Corporate Policy and Procedure – Petty Cash Fund Administration.

All allowable expenses must be reported through SCES. Citizen members of committees and boards and employees not in SCES must use [Form 180 - Reimbursement Request](#). All other requirements of those using SCES must be followed (e.g. timelines, receipts, etc.).

## Loyalty Programs

The redemption of loyalty points/miles earned in conjunction with the use of a PCard/Business Unit PCard, or earned when paying out-of-pocket for purchases that will be reimbursed by the City, may be considered by the Canada Revenue Agency to be taxable income. Purchases

Policy Number: 04-05-11	Effective Date: August 5, 2020	
Policy Title: Allowable Business Expenses/Reimbursements - Employees and Citizen Members of Committees and Boards	Last Review Date: October, 2017	3 of 12

should not be made in order to take advantage of loyalty cards. In accordance with the Conflict of Interest policy, employees must not personally benefit in any way by virtue of their employment. For information on reimbursement for out-of-pocket expenses that could not be paid by PCard refer to Corporate Policy and Procedure – Petty Cash Fund Administration.

## Receipts Required

Itemized receipts from the vendor are required for all expenses, unless otherwise noted or unless a receipt is not normally provided for the expense (e.g. public transportation, tips). If a receipt is not normally provided by the vendor, reasonable expenses may be claimed, provided an explanation of the purpose of the expense is included with the SCES report. Documentation in addition to the receipt may be required, as noted. Credit card slips or statements or Interac payment slips are not acceptable as imaged receipts.

A clear, legible image of each receipt must be provided. The image should include the GST/HST registration number if applicable; details of the purchase and GST/HST paid; and complete vendor information. A Missing Receipt Affidavit must be submitted with the monthly SCES report for any missing receipts. A maximum of two Missing Receipt Affidavits may be submitted in a calendar year. Any further expenses with missing receipts must be approved in writing by the applicable director.

Receipts must be retained until the SCES report has been approved to ensure they have been properly imaged. Staff may retain receipts for longer if required for refund or warranty purposes.

## Allowable Expenses

~~Business expenditures that are incurred as a direct result of employment with the City of Mississauga are eligible. Examples of the types~~ Although not an exhaustive list, the ~~theof~~ items that can be considered eligible business expenses follow.

### Attendance at Functions

Expenses associated with attendance at functions are eligible if the primary purpose of attending the function is to:

- Represent the City
- Derive a benefit for the City
- Advance the interests of the City, or
- Attend the function as required by the City

Examples of “City business” in relation to functions include, but are not limited to:

- Attendance at conferences, conventions, workshops, training or seminars
- Receiving or accepting an award or speaking at a function
- Representing the City on a good will basis, and

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

4 of 12

- Attending equipment or service demonstrations

If attendance at the function is required, all allowable expenses should be fully compensated. The level of compensation (full or partial) for functions that are not required is dependent on the availability of funds in the department's budget and is at the discretion of the approver of the request. Expenses incurred by a spouse or companion are not allowed.

### Registration Fees

Registration fees may be paid in accordance with the schedule established for the function. The receipt from the organization hosting the function must be provided. The receipt must include details of the sessions and/or functions and the amounts paid. If the receipt does not show the sessions/functions, a copy of the registration form may be provided to confirm sessions attended. Copies of registration forms or invoices alone are not acceptable as receipts. Credit card slips or statements or Interac receipts alone are not acceptable as imaged receipts.

### Accommodation

If an overnight stay is required in conjunction with attending a function, accommodation may be allowed:

- At the room rates charged for the function, or
- At the hotel's rate for a standard room, or
- The next lowest rate available at the time of booking, whichever is less

Employees are responsible for payment of any voluntary room upgrades.

Accommodation expenses for additional days may be preapproved. The reason for the additional days must be documented on [Form 2713 - Travel Preapproval Request](#).

If the need for additional days was not anticipated and preapproval was not possible, the reason for the additional days must be included when reconciling the monthly SCES. A receipt from the hotel showing the dates of the stay and detailing all expenses must be provided. Credit card receipts or statements are not acceptable.

### Incidental Expenses

Expenses for items that are work-related (e.g. reference books) or that are required to conduct business (e.g. City program or office supplies) may be allowed. Staff should first determine if current vendor agreements exist and purchase items covered by existing City-wide contracts. Expenses for personal items will not be allowed.

Citizen members of committees are eligible for reimbursement of accessibility expenses which are deemed necessary for full participation in any Committee of Council.

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

5 of 12

**Expenses Related to Working Remotely**

With the exception of internet, electricity and phone costs, other than BYOD, employees who work remotely are eligible for reimbursement of specific job related items that are not provided by the City. Eligible employees are those who work remotely for a minimum of 60% of their paid working hours during the calendar year. For example: if an employee who works five days per week works remotely an average of three days per week, the employee would be eligible. Preapproval by the applicable manager/supervisor or budget controller for any such expenses is required. Appendix A outlines eligible expenses; items that the City provides; and expenses that may be reimbursed through the employee's Personal Spending Account (PSA). Any exceptions must be approved by the applicable director.

Managers/supervisors are responsible to monitor the frequency and costs of reimbursement related to working remotely to ensure they are reasonable.

Revisions to Appendix A may be authorized by the Director, Finance, in consultation with the Director, Human Resources.

**Personal Meals While On City Business**

It may be necessary for staff to conduct City business over a meal or an employee may incur meal expenses in conjunction with attending a function or staying overnight on City business. Necessary meal expenses should be preapproved in writing whenever possible and may be allowed to a per person maximum of \$75 per day (US \$75.00 if the function takes place in the Continental USA) inclusive of taxes and tip. Approvers may preapprove a specific amount below the \$75 per day maximum. Alcoholic beverages cannot be charged to the City.

Note: Although per meal maximums do not apply, staff are expected to exercise good judgement when expensing meals. The following guideline should be followed where possible:

- Breakfast - \$15
- Lunch - \$20
- Dinner - \$30

When functions are for more than one day, including travel days, allowable amounts may not be carried over. For example, an employee who spends \$50 on meals one day may not expense \$100 the next day.

It is the responsibility of the approver to determine whether the meal expense should be allowed, given the particular circumstances. Receipts for all personal meal expenses are required, unless a per diem has been preapproved. Claims must include a description of the purpose of the meal and a list of all staff in attendance, where applicable. If payment is by PCard and the maximum

Policy Number: 04-05-11	Effective Date: August 5, 2020	
Policy Title: Allowable Business Expenses/Reimbursements - Employees and Citizen Members of Committees and Boards	Last Review Date: October, 2017	6 of 12

\$75 meal expense is exceeded, the City must be reimbursed for the difference. (For meal allowances while working overtime, refer to Corporate Policy and Procedure - Meal Allowance.)

Note: Personal meal allowances may not be claimed if staff receive a per diem allowance.

### **Business Entertainment (Non-City staff in Attendance)**

Reasonable expenses associated with the entertainment of business contacts, such as business lunches or dinners, may be allowed when such entertainment is considered to be necessary for the advancement of the interests of the City. (City staff are not considered “business contacts”.) The expense claim must include the purpose of the entertainment and the name(s) of the individual(s) being entertained. Staff must be mindful of the fact that entertainment expenses in particular must be able to withstand public scrutiny.

### **Refreshments at Staff Meetings**

Refreshments may be provided at staff meetings (other than the coffee and tea provided to each department) on an occasional basis, but not routinely. Examples of circumstances under which it may be considered appropriate to provide refreshments include, but are not limited to:

- When outside parties are involved in the meeting
- When the meeting is scheduled for one hour or more
- When it is not possible to use the coffee or tea provided to each department (i.e. there is no coffee room located on the same floor), or
- When the meeting is scheduled to take place over breakfast, lunch or dinner, in which case an appropriate light meal may be provided

Staff must adhere to established purchasing procedures and any food service contracts entered into by the City.

### **Telephone Charges**

Business-related telephone charges may be allowed. The SCES expense report must include a description of the purpose of the call and the name of the individual and organization called.

Personal telephone calls when staff are away from home overnight are included in the per diem allowance.

### **Transportation**

Transportation-related costs associated with City business may be allowed, including:

- Parking
- Taxi, subway, bus, GO train fares (where a transit system operates with reloadable cards, such as Presto, employees may only load the amount intended for travel on City business to be completed by the next expense report deadline. The card balance after travel must be zero.)

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

7 of 12

- Toll highway charges
- Economy air, rail or bus fare available at the time of booking (bookings should be made in advance whenever possible). Employees are responsible for payment of any voluntary upgrades; at the approver's discretion, costs associated with seat upgrades may be reimbursed in exceptional circumstances (e.g. medical conditions)
- Mandatory checked baggage fees
- Mandatory payments such as entry fees, entry visas and departure taxes to and from transportation terminals
- Travel to and from public transportation terminals, provided such transportation is actually used by the traveller
- Additional transportation expenses incurred as a result of reasonable accommodation for accessibility needs of employees with disabilities (e.g. accessible taxi service)
- Cycling to and from local destinations equivalent to the transit ticket fare for the same trip, provided that the trip is made using a personally owned bicycle and is at least one (1) km. In length
- Travel cancellation insurance
- Expenses associated with the use of a small to mid-size rented automobile for travel to and from a function, provided the expense does not exceed the cost of taxi fares for the same purpose and a cost justification for the rental car is included with the claim (use of the automobile for personal business is not an allowable expense), and
- Car allowance for the use of a personal vehicle (when attending an out-of-town function, if air travel is available, the car allowance may not exceed the equivalent of the applicable economy air fare; if air travel is not available, the car allowance may be based on actual distance travelled). Employees may not claim for gas in lieu of receiving a car allowance. Refer to Corporate Policy and Procedure – Car Allowance/Reimbursement for Use of Personal Vehicles on City Business

Note: Payment of fines or charges under applicable legislation (e.g. the *Highway Traffic Act*, the *Highway 407 Act*; Parking Offences, other Provincial Offences) issued in an employee's name are the employee's responsibility. Departmental directors may approve exceptions to the payment of employee fines or charges, in writing, including a detailed explanation for the exception. An image of the approval must be attached to the SCES expense report.

Transportation costs must be supported by receipts showing the details of the costs incurred. Credit card receipts or statements alone are not acceptable as imaged receipts. If the receipt does not state the dates and times of travel, separate documentation confirming dates and times of travel must also be provided.

Policy Number: 04-05-11	Effective Date: August 5, 2020	
Policy Title: Allowable Business Expenses/Reimbursements - Employees and Citizen Members of Committees and Boards	Last Review Date: October, 2017	8 of 12

### **Per Diem Allowance**

Only when an overnight stay is required in conjunction with a function may employees request compensation on a per diem basis, rather than on an individual expense basis. Per diem allowances may be claimed for “travel days”. (A day is only a travel day if it does not include any part of the function.) An employee who receives a per diem allowance for personal meals and personal miscellaneous expenses that would not otherwise have been incurred may not claim additional personal expenses or charge personal meals or out-of-pocket expenses/incidentals to their PCard.

Employees will pay their own expenses (e.g. on a personal debit or credit card or by cash) and be reimbursed upon their return for the per diem amounts noted on [Form 2713 - Travel Preapproval Request](#).

To simplify reporting, receipts are not required for per diem expenses. Employees will include the per diem in their monthly SCES report. Where the Travel Directive rate is shown in a currency other than Canadian, employees will enter the foreign currency amount in SCES, where it will be converted to Canadian dollars using the SCES exchange rate for each day a per diem is claimed.

### **Per Diem for Travel in Canada/Continental USA**

Per diem allowances for travel within Canada and the Continental United States (USA) may not exceed \$75.00 per day (US\$75.00 if the function takes place in the Continental USA).

### **Per Diem for International Travel, including Alaska and Hawaii**

When international travel is required, including to Alaska and Hawaii, employees may request:

- A per diem based on the Treasury Board of Canada’s Travel Directive formula, or
- \$75.00 per day, including travel days (US\$75.00 if the function takes place in the Alaska or Hawaii)

The per diem rates can be found on the [Treasury Board of Canada’s Travel Directive website](#).

Treasury Board per diem allowances for international travel, including Alaska and Hawaii, are based on a formula that takes into account the breakfast, lunch and dinner and incidental allowance for the applicable country/location. Prior to undertaking international travel, staff must request an all-inclusive per diem based on the duration of the trip, including travel days. If applicable, staff are required to include a copy of the Treasury Board per diem rate for the country/region they are travelling to as backup to Form 2713 – Travel Preapproval Request. The per diem will be all-inclusive, regardless of whether or not some meals are subsequently provided.

### **Approval Requirements**

Following is a description of the approvals required for each type of expense outlined in this policy.



Policy Number: 04-05-11	Effective Date: August 5, 2020	
Policy Title: Allowable Business Expenses/Reimbursements - Employees and Citizen Members of Committees and Boards	Last Review Date: October, 2017	9 of 12

Reimbursement of expenses incurred by a citizen member of a committee or board, with the exception of the Library Board, requires the approval of the Director, Legislative Services & Office of the City Clerk, Corporate Service Department. Library Board expenses are approved by the Director, Library Services. Submission for reimbursement will be made on [Form 180 – Reimbursement Request](#).

For the purposes of this policy, the following positions are considered equivalent to a “director level”:

- Recreation Division District Managers; Area Managers; Manager, Business Planning, and Manager, Client Services
- Parks and Forestry Division Manager, Parks; Manager, Forestry; Manager, Park Planning
- Manager, Park Development
- Library Division Area Managers; Manager, Shared Services
- Fire and Emergency Services Division Assistant Chiefs, and
- Manager, Corporate Performance and Innovation, Corporate Services Department

### Attendance at Functions

The following approvals are required for attendance at functions on City business (e.g. conference, convention, seminar, training, work shop):

- Commissioners must approve
  - All out of province travel (with copy to the applicable director) - [Form 2713 - Travel Preapproval Request](#) must be submitted for approval prior to making arrangements. Commissioners may make an exception for Directors.
  - Director’s expenses
- Directors must approve
  - Overnight stays in Ontario - [Form 2713 - Travel Preapproval Request](#) required
- Supervisors approving the SCES expense report may approve expenses where there is no overnight stay. Form 2713 - Travel Preapproval Request is not required

Note: Where a commissioner, the City Manager and/or the Mayor or Mayor’s Chief of staff are all submitting expenses for the same item (e.g. out of province travel) or they are all included on the same expense claim, the Director of Finance and Treasurer or his/her delegate must approve the expense.

### Incidental Expenses

One SCES report is to be prepared monthly for all business expenses, including PCard purchases, car allowance, ~~and~~ out-of-pocket/incidental expenses, ~~and expenses related to working remotely~~. [Approval of the SCES report is and approved](#) by the immediate supervisor.

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

10 of 12

## Responsibilities

### Employee's Role

The employee is responsible for ensuring that:

- The appropriate expense preapproval has been obtained
- All SCES report approvers have been copied on Form 2713 - Travel Preapproval Request, as required
- All supporting documentation, as outlined in this policy, is legible when scanned and attached to the SCES report, and
- Completing a monthly expense report in SCES in accordance with all timelines, including PCard cut-offs

### Approver's Role

The approver is responsible for reviewing the request for approval and authorizing payment. The approver must ensure that all business expenses are reported monthly.

Note: SCES report approvers must ensure that expenses have been approved by the appropriate level of management when they have been incurred on their own behalf. For example, if a manager incurs an expense for a business lunch at which his or her director was in attendance, the manager's expense cannot be authorized by the director, but must be authorized by the applicable commissioner.

Approval of the SCES report indicates that:

- The expense is a legitimate business expense
- The purchasing method does not violate the Purchasing By-law or any supply contracts
- Receipts and appropriate supporting documentation are attached and legible
- Appropriate authorization for each expense has been provided, and
- The expense has been reported accurately in SCES

## Revision History

Reference	Description
GC-0504-2010 2010-07-07	
February 04, 2011	Housekeeping – revise Form180a to E2421
August 30, 2012	Housekeeping due to Community Services reorg; updated “equivalent to director” positions
August 12, 2013	Revised to include refreshments at staff meetings – refreshment policy rescinded
August 21, 2013	Administrative change of authority for citizen

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

11 of 12

Reference	Description
	member expenses from the Commissioner, Corporate Services, to the Director, Legislative Services
LT – 2014 11 20	Revised to align with new Petty Cash Administration policy
November 24, 2014	Resolution 0205-2014 – EDO per diem for international travel
GC-0358-2015 – 2015 06 10	
June 30, 2016	Administrative revisions to personal meal allowance and per diem (other than international travel); other minor administrative revisions (effective upon completion of PCard training November 15, 2016).
May 11, 2017	Minor admin revision to add information from PCard on Loyalty Programs
October 19, 2017	Leadership Team – approved revision to reflect new SAP Concur expense system – effective Nov. 16 for PCard users, Jan. 1, 2018 for all.
February 22, 2018	Revised to clarify options for per diem for international travel and use of Form 2713 by Directors.
July 9, 2018	Revised to clarify “Note” under Attendance at Functions re: when Director, Finance approval is required.
November 20, 2019	Revised to reflect Payment Request policy; removed reference to Cheque Requisitions.
August 5, 2020	Revised to include reimbursement will be by EFT to employee's primary bank account.

Policy Number: 04-05-11

Effective Date: August 5, 2020

Policy Title: Allowable Business  
Expenses/Reimbursements - Employees and Citizen  
Members of Committees and Boards

Last Review Date: October, 2017

12 of 12

### **Appendix A:**

Equipment reimbursed under the Allowable Business Expenses policy (with the exception of desks – see Note below) or provided by the City for use while working remotely must be returned if the employee no longer works for the City or transfers to a position where the items are not required.

Provided by the City	Allowable Business Expenses Policy	Personal Spending / Wellness Account
Computer/Laptop/Tablet Keyboard Monitor Cables/Cords/Docking Station Headset Chair Printer (office location) Shredder (office location) Stationery: pens, pencils, erasers, notepads, document holder, etc. Printing services (i.e. Print Shop) Cell phone or phone plan (reimbursement as Per City BYOD policy)	Desks (one time): <ul style="list-style-type: none"> <li>Regular (<i>up to \$200</i>)</li> <li>Height Adjustable desk subject to City guidelines (<i>up to \$300</i>) (see Notes, below)</li> </ul> Ergonomics ( <i>keyboard, mouse, footrest, mouse pad</i> ) upon EHS approval <a href="#">via preferred City vendor</a>  In certain circumstances only and in accordance with <a href="#">IT guidelines</a> : USB External Webcam USB Headphones Glare Screen Privacy screen Please contact <a href="mailto:IT.Storefront@mississauga.ca">IT.Storefront@mississauga.ca</a> for items not included on this list.	Personal Printer and printer ink Personal shredder Desk or office lights Laptop table/stand Filing cabinet External microphone Ergonomic chair Exercise ball chair Anti-fatigue floor mat

Note: Employees who are reimbursed for a desk are not required to return the desk; however, they must repay the full amount if they are no longer employed by the City within 12 months of the reimbursement.

Note: Height adjustable (sit/stand) desks must meet the following specifications: 30" depth X 50" width (76cm X 127cm). 30" depth allows for sufficient distance with monitor use, document holder and adequate working space. Desks that exceed these specifications will be at the employee's expense.