D.5.4 Expense Reimbursements

1. The **F-4:2 Statement of Expenses** is used to reimburse employees, Board members, consultants, volunteers and/or contractors for out of pocket expenses incurred while on Karis Disability Services' business (i.e., expenses that cannot be invoiced or reimbursed through Petty Cash). Such expenses could include mileage, meals, and parking. Non-business related expenses will not be reimbursed.
2. Reimbursement of expenses to consultants or contractors will be permitted only when outlined in the contract.
3. Mileage expenses (kilometres) are reimbursed to employees who travel on Karis Disability Services business to perform duties approved by their immediate supervisor. The Executive Team determines the mileage rate.
4. Mileage can only be claimed when the distance exceeds that which the employee normally travels to their work location. The number of kilometres claimed must be only those in excess of the number of kilometres to the employee's work location.
5. Employees cannot be reimbursed for travel to and from their work site (e.g., if an employee comes in on a day off to cover a shift, they may not claim mileage).
6. When selecting the mode (e.g., car rental, flight, train) and class (e.g., economy, coach) of transportation, the best value in terms of cost and practicality must be considered.
7. With approval, charges incurred by an employee on their personal phone for calls made on behalf of Karis Disability Services may be reimbursed. Karis Disability Services will not pay for the cost of renting personal land phones or personal cell phones for its employees.
8. Costs for alcoholic beverages or cannabis will not be reimbursed under any circumstances.
9. Social functions, involving only employees, Board members, consultants and/or contractors are not considered hospitality functions and cannot be reimbursed (e.g., office social events, retirement parties, and holiday lunches).
10. Claimants are required to:
    a. obtain appropriate approval prior to incurring expenses;
    b. submit original, itemized receipts with all claims;
    c. submit all claims within a reasonable amount of time, not to exceed 120 days of incurring expense;
    d. if the above information is not available or is not possible, a written explanation must be submitted with the claim to provide the approver with the adequate information for decision-making;
    e. repay any overpayments; it is considered a debt owing to Karis Disability Services; and
    f. if leaving employment with Karis Disability Services, submit any claims for expenses before leaving.
11. If the expense is incurred in a group setting, it may only be claimed by the person in the most senior position.
12. The employee's immediate supervisor (or delegate, where the supervisor is unavailable) must approve all Karis Disability Services employee expenses via **F:4-2 Statements of Expenses**, subject to purchasing authorization limits laid out. The approver is only permitted to approve expenses that were necessarily incurred in the performance of Karis Disability Services' business and may only approve claims which include all appropriate documentation. Unsigned or unapproved expense claims will not be processed. The account(s) and department numbers will be changed on the claim must be noted in the spaces provided on the claim form.