

# Approval of Travel and Expense Claims



Policy #	FIN-16	Date Created	February 2007
Authority	MANAGEMENT	Date of Last Review	September 2018

## POLICY

All travel and Centre expenses are to be incurred with the objectives of obtaining best value for the Centre, while ensuring proper stewardship of resources. Alcohol related expenditures will not be reimbursed.

## PROCEDURE

1. All expenses are tracked on the appropriate form detailing the amount, date of expenditure, and purpose of expenditure.
2. All expenses (except mileage) must be accompanied by a receipt. Payment will not be made for unsupported expenses.
3. Expense forms are approved by the appropriate manager and forwarded to the Manager of Administration for payment through payroll deposit.
4. The Executive Director approves the Manager of Administration and Director of Programs and Services expenses and the members of the Executive Committee approve the Executive Director's expenses.
5. Claimants may not approve their own expenses.

Cross reference with [HR-30 Reimbursement](#)