

Maltby Centre	ADMIN / HR POLICY	Number: 6-75	Total Pages: 1
<u>Subject:</u> Expense Reimbursement		<u>Date of Issue:</u> July 2014	
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<u>Issuing Authority:</u> Executive Director			

EXPENSE REIMBURSEMENT

Purpose

To ensure that business costs incurred by employees or Board members are recorded and reimbursed in an equitable and timely manner.

Policy

Reasonable business expenses incurred by an employee or Board member on behalf of the Agency will be reimbursed to the claimant by the Agency on a monthly basis.

The Agency will establish the terms and conditions of employee expense incurrence and will disburse payments utilizing a fully documented system of verification, proof of payment, and proper approval.

Cross Reference:

- [Admin/HR Policy 6-70 - Business Expenses](#)
- [Admin/HR Policy 6-60 - Travel, Meal and Accommodation Expenses](#)