

Maltby Centre	ADMIN / HR POLICY	Number: 5.1.90	Total Pages: 1
<u>Subject:</u> <b>Expense Reimbursement</b>		<u>Date of Issue:</u> July 2014	
<u>Status:</u> Approved		<u>Revision Date(s):</u> November 2022	
<u>Issuing Authority:</u> Senior Leadership Team			

### **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.