

## Catholic Principals' Leadership Development of Ontario (CPLDO), Leadership en action and Principal Association (LEA) and Principal Association Projects (PAP) Expense Procedure

### Expenses

Expenses will be paid at the prescribed government rates, which may change from time to time. The government rates are not within the control of CPLDO, LEA or PAP. Expenses must be submitted no later than 60 days following the date they were incurred.

### Receipts

Scanned copies of receipts in one file must be provided for any expenses other than mileage.

### Meals

To receive reimbursement for meals, receipts must be provided. Eligible meals claimed will be reimbursed at the lesser of the actual cost of the meal (including taxes and gratuities, if applicable), at these rates:      **Breakfast:** \$10.00      **Lunch:** \$12.50      **Dinner:** \$22.50

- If CPLDO, LEA or PAP has provided a meal, no other meal claims will be reimbursed.
- CPLDO, LEA or PAP does not reimburse any alcohol disbursements. If ordering any alcoholic beverages, please have them put on a separate receipt from meals.
- The Funds will be spent on restaurant/prepared food only.
- Gratuities are not to exceed 15% on a restaurant meal.
- The rates are not an allowance.

### Travel

Participants are expected to avoid unnecessary travel. The mode of travel (i.e. airplane, train, vehicle, taxi) must be the most economical (e.g. economy/coach class, compact rate). Participants must collect itemized receipts for all travel claims.

### Mileage

When travel by personal vehicle is required, approved mileage claims will be paid per these rates:

**Southern Ontario:** \$.40 per kilometer      **Northern Ontario:** \$.41 per kilometer

### Train

Where train travel is required, reimbursement will be limited to the cost of an economy train ticket. The cost of any upgrades to business class travel must be borne by the participant. Train travel should be booked directly with VIA Rail, ensuring that OPC's corporate discount is applied.

### Air

When air travel is required, reimbursement will be limited to the cost of an economy air ticket. The cost of any upgrades to business class travel, or to purchase additional benefits, must be borne by the participant.

### Rentals

A vehicle may be rented to travel to the event if that is the most economical way to travel. A vehicle can be rented at the airport when there is no shuttle available, other transportation is unavailable or more expensive. CPLDO, LEA or PAP will reimburse the cost of an economy rental car, premium insurance plan and gas for the days the vehicle is required to attend the event. CPLDO, LEA or PAP will not reimburse mileage beyond that which has been covered in a car rental agreement. CPLDO, LEA or PAP will not reimburse car rental expenses for any period of personal use.

### Other

The Funds may only be spent on necessary and reasonable expenditures on parking, tolls for bridges, ferries and highways, supported by receipts, when driving to the event. The Funds must not be spent on traffic or parking violations. Gratuities for taxis should not exceed 10%.

### Accommodation

CPLDO, LEA or PAP will reimburse for accommodation required the night prior to a meeting or function if the Participants' attendance at the meeting or function is required, the travel distance exceeds 75 km one way and the meeting begins in the morning.

When accommodation is arranged by the CPLDO, LEA or PAP for a function, expenses will be covered based on the negotiated rate for the function at the specified location. Related parking charges will also be covered.

If a participant is unable to attend and/or use the hotel room that they booked, it is their responsibility to cancel or modify the reservation. Any rooms not cancelled beforehand will be charged to the credit card used for booking and the cost will not be reimbursed by CPLDO, LEA or PAP. All penalties incurred for non-cancellation of guaranteed hotel reservations will not be covered.

CPLDO, LEA or PAP will not reimburse personal expenses such as in-room movies or incidentals.

Private stays with friends or family are acceptable and a gift may be given to the friends or family:

- Gift does not exceed a maximum of \$30 per night for accommodation including any meals with friends or family, in lieu of commercial accommodation.
- For private stays with friends or family, instead of a receipt the participant will collect a written explanation describing the purpose of the trip, identifying the host and the number of days stayed signed by the claimant. The \$30 value may be given in the form a small gift, which must be accompanied by a receipt.

### Internet

CPLDO, LEA or PAP will reimburse reasonable hotel internet charges for participants if not included in the concessions at the specified hotel. Upgrades or additional costs for the standard wi-fi included will not be covered.