



**Home  
Construction  
Regulatory  
Authority**

# **Travel, Meal & Hospitality Expense Policy**

## 1.0 Purpose and Scope:

This policy sets out the principles, accountability framework and rules for reimbursing all travel, meal and hospitality expenses while undertaking business on behalf of the Home Construction Regulatory Authority (HCRA).

This policy applies to:

- **Claimants:** Board members, appointees, committee and sub-committee members, advisory committee members, employees, contract personnel (including temporary help agencies). and external persons (including those retained by the HCRA) requesting reimbursement for travel, meal, or hospitality expenses.
- **Approvers:** Those with the delegated authority to approve reimbursements for travel, meals and hospitality expenses including the Board Chair, Board Directors, the Chief Executive Officer / Registrar, and other delegated personnel.

## 2.0 Principles:

- The HCRA is accountable to ensure the utilization of funds received under the **New Home Construction Licensing Act**, used for travel, meal and hospitality expenses are prudent and responsible. All expenses incurred must be in support of business objectives.
- The HCRA remain transparent to its stakeholders.
- The rules for travel, meal and hospitality expenses are clear, easily understood, and readily available to the public.
- All travel, meals, accommodation, and hospitality expenses incurred must be pre-planned, deemed necessary, and authorized.
- The most economical option must be selected after taking health and safety measures into consideration.

## 3.0 Accountability Framework

**General:**

- Hospitality events must include at a minimum two or more individuals that are external to the HCRA, its Board, Committees, Sub-committees, and OPS employees. Requests to serve alcohol must be submitted to the Chief Executive Officer / Registrar. Approval must be received prior to scheduling the event.
- Approval of expenses is at the discretion of the Chief Executive Officer / Registrar, senior management, or the Board Chair.

- Claims must be electronically submitted and accompanied by images of the original receipts. All receipts<sup>1</sup> must be itemized. Credit card receipts will not be accepted as a supporting document. If an itemized receipt is unavailable, a written explanation and missing receipts affidavit must be submitted to confirm a claim is true and valid. Any expense claim missing appropriate supporting documents may be denied.
- Approval of expense claims are in accordance with the HCRA's Delegation of Financial Authority. Specifically, the CEO, Board Chair or other delegated individual must approve the expense claim before a payment can be made.

#### Staff:

- Approvals must be obtained in writing from the individual's direct manager before travel, meal and hospitality expenses are incurred. If prior approval was not obtained, a reasonable written explanation must be provided with the claim. If unsatisfactory, the Approver may deny the claim.
- In accordance with the Delegation of Authority, expense claims submitted by staff must be approved by the Manager. Directors' expense claims must be approved by the CEO.

#### Board:

- The expense claims of the Chair is approved by another Board member and the Chief Executive Officer/Registrar
- In the absence of a Chief Executive Officer/Registrar, the Chair's expense claims will be approved by two members of the Board of Directors, neither of whom are the Chair.

## 4.0 Mandatory Requirements:

- Other options for meetings should be considered before approving travel, including audio, video or web conferences.
- Alcohol may not be claimed and will not be reimbursed as part of a travel or meal expense.
- Hospitality<sup>2</sup> is extended to people external to the HCRA, the Board, and stakeholders when it facilitates core business, considered customary, or offered as a matter of courtesy.
- Consultants and other contractors will not be reimbursed for any hospitality, meal, or incidental expenses. However, where the contract provides reimbursement of reasonable expenses for travel by air, rail, car and / or accommodation, these expenses may be reimbursed in accordance with this policy; provided that they are approved in advance.
- All claims must be submitted within 60 (sixty) days of incurring the expense. An expense claim after this timeline may be denied.
- Overpayments are owing to the HCRA and must be reimbursed by the Claimant.

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<sup>1</sup> Original document identifying the vendor with the date and amount of each expense item paid by the claimant.

<sup>2</sup> The provision of food, beverage, accommodation, transportation and other amenities.

- Good record-keeping practices must be maintained for verification and audit purposes.

## 5.0 Eligible Reimbursable Expenses:

Direct out-of-pocket expenses incurred for business purposes may be claimed. Personal expenses are ineligible.

Eligible expenses include but are not limited to:

- Mileage for personal vehicle
- Per diem meal allowance
- Hosting meetings
- Air and rail transportation
- Accommodation
- Parking, taxi fare, and public transportation (outside of regular commuting)

Ineligible expenses include but are not limited to:

- Personal items (including entertainment and personal care)
- Recreational items related to accommodation costs (mini-bar, video rental)
- Traffic tickets, towing, and parking fines
- Travel costs for regular commuting between home and the HCRA home office
- Personal auto insurance
- Expenses incurred on behalf of family or friends
- Other expenses not related to the business of the HCRA

## 6.0 Reimbursement Records:

Records must be maintained for verification and audit purposes. Expense claims are electronically submitted and accompanied by images of the original receipts. Credit card slips are not accepted in support of a claim. Missing receipts require a written explanation of why the receipt is unavailable and a missing receipts affidavit must be provided to confirm the amount, the item description, sworn statement as “true and valid”.

Any overpayment is owing to the HCRA.

Business meals and hospitality expense require itemized receipts and a listing of attendees. Expense items (not older than 60 days) are summarized on an expense claim form. Forms are completed monthly and submitted in accordance with the Delegations of Authority.

## Appendix A: Approvals Required for Travel

	Travel Destination		
	Ontario	Canada and United States	Outside Canada and United States
<b>Board Chair</b>	N/A	Vice Chair	Vice chair
<b>Board Members</b>	Board Chair	Board Chair	Board Chair
<b>Chief Executive Officer / Registrar</b>	N/A	Board Chair	Board Chair
<b>Advisory Committee members</b>	Director, Communications and Stakeholder Relations	CEO	Board Chair
<b>Staff</b>	Manager	CEO	Board Chair

## Appendix B: Reimbursement Rates for Eligible Business Expenses

### Meals

Per diem meal allowance for meals is provided:

Breakfast.....\$15.00

Lunch.....\$20.00

Dinner.....\$35.00

In limited and exceptional circumstances (e.g. health considerations; limited options available) where a meal expense is higher than the meal allowance rate, the actual cost of the meal may be reimbursed. In these situations, the claim for meal reimbursement must be accompanied by an original itemized receipt and a written rationale for exceeding the rate.

### Transportation

The reimbursement rate for the use of a private vehicle for HCRA business purposes will be reimburses at the CRA rate [CRA Mileage Reimbursement](#). The HCRA does not assume any liability for individuals choosing to use personal vehicles in the conduct of HCRA business to the extent of the stated mileage rate.

The HCRA will reimburse economy class air and train travel.

Taxi and public transportation are eligible for reimbursement.

Vehicle rentals must be based on the most economical size of vehicle for the required task and number of occupants. The cost of Third-Party Automobile, Property Damage and Personal Injury Liability insurance will also be reimbursed.

Parking and tolls (excluding monthly access fees) will also be reimbursed.

### Accommodation

The HCRA will reimburse accommodation for a standard room of an economy hotel located in the vicinity of the business event.

Where company provided communication services is unavailable, reasonable personal calls and internet access fees will be reimbursed.

### Managerial Discretion

A reasonable departure from this Policy may be approved at the Manager's discretion if the expense remain consistent with the principles, accountability framework and mandatory requirements. Deviation from Policy must be documented and included in the expense claim.

Approved: February 1, 2021

Revised: January 1, 2023