



**Community Care**  
NORTHUMBERLAND

**SECTION:** Financial

**POLICY:** Reimbursements

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### Policy

All staff and volunteers are eligible for reimbursement for allowable expenses while on authorized duty for the agency.

### Procedure

1. Staff and volunteers will seek pre-authorization for extraordinary expenses\*
2. All expenses being reimbursed directly to employees/volunteers must be approved by the supervisor.
3. Mileage on approved travel will be reimbursed at the agency's approved rate. Mileage forms must be approved by the employee's supervisor.
4. Sundry items up to \$25.00 will be reimbursed through the local petty cash.
5. Staff and volunteer reimbursement for expenses will be processed monthly by Electronic Fund Transfers (EFT) unless otherwise stated. For all expenses incurred up to and including March 31<sup>st</sup>, (CCN year-end) reimbursement must be submitted in April or the expense will not be reimbursed.
6. Staff will submit a signed, approved reimbursement form to the Accounts Payable clerk at CMH within ninety days. Receipts are required for all expenses other than mileage.
7. Volunteers will submit a signed, approved reimbursement form to either a Program Assistant or Office Administrator, for submission to the Accounts Payable clerk at CMH. Receipts are required for all expenses other than mileage.

\* *Extraordinary expenses are one-time or occasional expenses that are not part of the employee's responsibilities. Examples include conferences, training events and out of area meetings.*