

 <p>Caring, Innovation Respect, Accountability</p>	POLICY		Ver. 3.1
	Subject: Consultant and Contractor Expense		Supersedes – 2014-12-16 Category: Facilities Services & Resources
Ratified by:	Senior Leadership Team	Effective: Ratified on:	2018-05-31 2018-05-08
Review Facilitator:	Director, Materials Management	Originated on:	2011-03-28
Audience:	All Consultants and Contractors engaged by Waypoint	Disclosure Status:	Open
Cross Reference:	None		

Purpose

To ensure that Waypoint Centre for Mental Health Care operates in accordance with the [Broader Public Sector Accountability Act](#) (BPSAA) - Expense Directives.

Policy

Waypoint will not reimburse consultants and/or contractors for any hospitality, incidental or food expenses.

Reimbursement for allowable expenses can be claimed and reimbursed only when a consultant/contractor contract specifically provides for them, and they are directly related to the activities of the approved scope of work, prior to commencement.

Definition

Hospitality: The provision of food, beverage, accommodation, transportation and/or other amenities at Waypoint's expense to persons who are not engaged in work at Waypoint.

Roles & Responsibilities

Waypoint will:

- under no circumstances consider hospitality, incidental or food expenses allowable reimbursable expenses for consultants/contractors.
- not reimburse consultants/contractors for the following list of expenses:
 - meals, snacks and beverages;

- gratuities;
- laundry or dry cleaning;
- valet services;
- dependent care;
- home management; and/or
- personal telephone calls.
- consider the following expenses allowable for reimbursement:
 - accommodation and transportation;
 - faxes, mail and postage;
 - advertising; and
 - supplies and equipment - office supplies, stationary, and equipment rentals specifically outlined in the contract.

Consultants/Contractors will:

- pay for allowable expenses up front out of pocket, including any sub-consultants/contractors or outsourced work, and then submit the invoice for reimbursement on their next invoice.

Guidelines

In order for allowable expenses to be reimbursed, the following must be followed:

- Receipts must be original (no photocopies) and detailed with the time, date and name of the establishment plus a detail of the expense incurred. Receipts should not have any extraneous markings (e.g. blacking out line items, circling or highlighting).
- Debit, credit card and hand written receipts will not be accepted or processed.
- Overpayments made will be recovered from the consultant/contractor as a debt owed to the corporation.
- All claims must be submitted within fourteen (14) business days from the completion of the work, unless otherwise stated in the contract terms.

Cross Reference(s) – N/A

Reference

[Broader Public Sector Accountability Act](#)

End of POLICY

Keywords: RES 3-277-01; consultant; contractor

Initiated: March 28, 2011

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