

OPERATIONAL POLICY

RES 3-275-01

Subject: Consultants and Contractor Expense Policy
Date Approved: March 28, 2011
Approved by: Senior Management
Initiated by: Materials Management
Supersedes: NEW

REASON FOR POLICY

To ensure that MHCP operates in accordance with the Broader Public Sector Accountability Act (BPSAA) - Expense Directives

POLICY STATEMENTS

Consultants and other contractors will not be reimbursed for any hospitality, incidental or food expenses.

DEFINITIONS:

Hospitality is the provision of food, beverage, accommodation, transportation and or other amenities at MHCP's expense to persons who are not engaged in work for MHCP.

APPLICABILITY

All Consultants and contractors engaged by MHCP, providing consulting or other services.

PROCEDURES

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors. The following list of expenses, including but not limited to, are not reimbursable by MHCP:

- accommodation and transportation
 - meals, snacks and beverages
 - gratuities
 - laundry or dry cleaning
 - valet services
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Printed policies are for easy reference only.

For accurate, up to date policies, always return to the source on the MED Policy database.

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- dependent care
 - home management
 - personal telephone calls

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

The following expenses would be considered allowable for reimbursement by MHCP.

- Faxes, mail and postage
- Advertising
- Supplies and Equipment - Office supplies, stationary, and equipment rentals specifically outlined in the contract

Only expenses indicated in the contract that are directly related to the activities of the approved scope of work, prior to commencement will be approved for reimbursement.

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.

In order for allowable expenses to be reimbursed, the following procedures 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 & 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 and the final invoice submission.

Initiated: **March 28, 2011**
Revised: **N/A**