

 Caring, Innovation Respect, Accountability	<b>POLICY</b>		<b>Ver. 3.2</b>
	Subject: <b>Consultant and Contractor Expense</b>		<b>Supersedes –</b> 2014-12-16
<b>Category:</b>	Facilities Services & Resources		
<b>Ratified by:</b>	Senior Leadership Team	<b>Effective:</b>	2021-06-16
		<b>Ratified on:</b>	2021-06-15
<b>Review Facilitator:</b>	Director, Materials Management	<b>Originated on:</b>	2011-03-28
<b>Audience:</b>	All Consultants and Contractors engaged by Waypoint	<b>Disclosure Status:</b>	Open
<b>Cross Reference:</b>	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](#)

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## **End of POLICY**

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

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