

EXPENSE POLICY

The Appellation Authority covers the cost of travel and on-site expenses for employees, directors, and committee members, when traveling on official business, under the conditions outlined below. It is expected that travelers exercise good judgment in making arrangements that strike a balance between the expenses incurred and the convenience of the person traveling.

While it is understood that absolute adherence to specifics may not be possible in each case, significant departures from the policy must be approved by the Executive Director before travel reimbursement is made. In all cases, reimbursement for travel expenses is limited to actual reasonable and necessary business-related expenses.

A. Employees

Individuals are reimbursed for expenses incurred while on authorized business or for attendance at meetings, workshops, professional development programs and other such events previously authorized by the Executive Director in accordance with this Policy. The Chair or Vice-Chair shall authorize the Executive Director's expenses.

B. Directors, Members and Other Volunteers

Individuals are reimbursed for all expenses incurred in performing duties as Officers, Directors, Committee members and other appointed or elected positions, when specific authorization has been given by the Chair or Executive Director.

TRANSPORTATION

Transportation authorized for business travel includes automobile, rail, airlines, buses, taxicabs, and other usual means of conveyance. All travel is to be by the most economical mode of transportation consistent with reasonable convenience.

- A. The most practical and economical form of travel given the destination, timing of the trip or any other relevant consideration should be used. When air travel represents the most appropriate option, economy class will be the maximum reimbursed, unless the flight is longer than eight hours and circumstances support business class travel (for example, excessively long trips or overnight flights), in which case business class may be used with prior approval of the Chair or Vice-Chair.

- B. Automobile travel, when an employee, Board or Committee member or volunteer drives his or her own car, will be reimbursed at the rate established by the Canada Revenue Agency per kilometer driven, plus the cost of tolls and parking. The reimbursed cost for mileage cannot exceed what would have been the cost for coach or economy airfare for that trip.
- C. Staff receiving a car allowance are not reimbursed for mileage or operating expenses but will be reimbursed for tolls and parking.
- D. Rental car use must be approved in advance by the Executive Director, Chair or Vice-Chair.
- E. Taxicabs, ride-sharing and other forms of transportation will be reimbursed where needed. Less expensive means of public transportation should be used where available and reasonably convenient.

HOTEL ACCOMMODATIONS

Accommodations will be reimbursed for travel on official business, including additional nights required to secure lower airfare when it results in overall savings. Expenses incidental to accommodation such as movie rental, mini-bar or other personal services are not reimbursable. Accommodation with friends or family in circumstances where The Appellation Authority would otherwise pay for accommodations will be eligible for an expense up to \$50 for each night for a gift/meal in thanks for the accommodation (receipt required).

MEALS

Meals will be reimbursed for travel on official business. This includes expenses for meals connected to official meetings or functions. Receipts must be submitted for all meal expenses over \$10.00.

ALCOHOL

Expenses associated with the purchase of wine for the purpose of testing, evaluation, investigations, events, education or professional development will be reimbursed. Expenses associated with meals or hospitality will be reimbursed when reasonable.

TELECOMMUNICATIONS

These services will be reimbursed when necessary for the proper conduct of the Appellation Authority business, including calls home to inform the traveler's family or workplace of changes in travel plans.

TIPPING

Appropriate tips are an allowable expense.

TRAVEL ADVANCES

Travel advances related to anticipated out-of-pocket expenses are available by making a request to the Executive Director.

TRAVEL EXPENSE REPORT

Each expense report shall be submitted to the Executive Director accompanied by original receipts for each expense in excess of \$10.00. Payment will not be authorized without the support of these receipts. Expense claims should be submitted within sixty (60) working days of the completion of the travel.

Expense reports submitted by the Executive Director shall be submitted to and approved by the Chair or Vice-Chair.

Expense reports submitted by the Chair shall be submitted to and approved by the Vice-Chair.

Reimbursement for expenses will be administered by accounting staff and may be reviewed by the Treasurer.

NON-TRAVEL RELATED EXPENSES

Employees will be reimbursed for expenses incurred to purchase items on behalf of the Appellation Authority with prior approval of the Executive Director. This may include equipment, supplies, services or alcohol purchased for the purpose of quality assurance, inspection or investigation.

CORPORATE CREDIT CARD

Employees that frequently incur expenses on behalf of the organization may be issued a corporate credit card. The corporate credit card must be used only for expenses reimbursable under this policy.

Receipts for all purchases on the corporate credit card shall be retained and provided to accounting monthly.

Employees are responsible for keeping credit card information secure at all times, ensuring the card is not used for unauthorized purposes, and immediately reporting loss or suspected fraud.