**Consultants, Meal, Travel and Other Expense Protocol**

# 11.1 Accountability Framework

When a situation arises and managerial discretion needs to be exercised, approvers should consider whether the request is:

* Able to stand up to scrutiny by the auditors and members of the public
* Properly explained and documented
* Fair and equitable
* Reasonable
* Appropriate

# 11.2 Consultant and Contractor Expense Prohibition

Consultants and contractors are not to be reimbursed for any hospitality, incidental or food expenses including:

* Meals and beverages
* Gratuities
* Laundry or dry cleaning
* Valet services
* Dependent care
* Home management
* Personal telephone calls

Furthermore, reimbursement for allowable expenses can only be claimed when a contract specifically allows for it.

# 11.3 Rules Specific to Serving Alcohol

* Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense
* There are no exceptions to this rule
* Alcohol may be served for a Hospitality event
* Alcohol expenses need to be pre-approved at a senior level

# 11.4 Rules for Hospitality Events

* Hospitality events by definition require external e.g. non-government attendees
* Hospitality may never be offered solely for the benefit of anyone covered by this directive e.g. office social events, retirement parties and holiday lunches

# 11.5 Record Keeping Practices

* Claimants must provide an explanation to support the expenses incurred
* Itemized original receipts are required.
	+ If the credit card slip does not identify what was purchased provide a detailed list of the expenses incurred
	+ If the original receipt has been lost provide a detailed list of the expenses incurred and identify the purchase on your credit card statement
* Claims should be submitted by the end of the quarter in which they have been incurred. A written explanation should be provided if they have not been submitted within this timeframe.
* Claims should be submitted prior to leaving a position.

# 11.6 Rules for Individuals Making Claims

* Travel and accommodation expenses should be in the most cost effective manner
* International travel outside North America must be pre-approved at the highest level in the organization
* In a situation where an individual has been overpaid it is considered to be a debt to the organization and must be repaid (enhancement to policy description)
* The most senior person in attendance must pay the bill and submit the expenses

# 11.7 Publication of Expense Protocols

The expense protocols identified in this section are to be published on Unison’s public website.