

## **EXPENSE POLICY**

### **POLICY STATEMENT**

Kerry's Place Autism Services (Kerry's Place) shall reimburse reasonable travel and other expenses incurred by employees. This policy governs expense reimbursement for travel and incurring expenses for other business related activities beyond that of the normal office environment. Expenses incurred will be reimbursed following the guidelines of the **Travel and Expense Policy & Procedures**. Employees are expected to apply good judgment when determining eligibility of expenses, applying principles to ensure that expenses are appropriate, reasonable and necessary.

The Kerry's Place Travel and Expense Policy and Procedure must be posted on the Kerry's Place website so it is available to the public.

### **TRAVEL AND EXPENSE PROCEDURES**

#### **Who may claim expenses?**

This policy and procedures apply to all full and part-time employees of Kerry's Place, volunteers and individuals providing services to Kerry's Place on an independent contractor basis, and who are not employees of Kerry's Place.

Spouses and family may travel with employees or other individuals entitled to claim expenses, however no costs associated with their travel will be reimbursed by Kerry's Place.

Should Kerry's Place designate coverage of expenses for one member to attend Kerry's Place business events or committee meetings, any expenses incurred by unauthorized representatives choosing to attend, will be at the cost of those individuals. These expenses include, but are not limited to, airfare, food and beverage, registration, hotel accommodation and other expenses incurred as a result of his/her attendance at the Kerry's Place event.