



Employee Expense Reimbursement Policy

Purpose:

The purpose of this policy is to ensure employees submitting expenses for reimbursement are for appropriate business purposes and adequate controls are established to ensure expenses are reasonable in all circumstances.

Scope:

This policy applies to all Acres employees.

Policy

Employees submitting expenses to the company for reimbursement must comply with the terms of this policy.

It is expected that employees of Acres will live up to the highest standards of ethical conduct and financial responsibility at all times.

Procedures:

With approval from your supervisor, Acres will reimburse employees for all authorized, necessary and reasonable expenses as per the policy guideline.

Expenditures are to fulfill an Acres business objective that will derive some current or future benefit for the company or are linked to an activity necessary to the performance of the employee's roles and responsibilities.

The charging of personal expenditures for reimbursement to the company is strictly prohibited.

Eligible Expenses:

Appropriate business-related expenses which will be considered for reimbursement include:

- a) travel expenses
- b) accommodation
- c) pre-approved hosting expenses upon written approval from your director
- d) budgeted conference registration fees
- e) project or tender materials where corporate account cannot be established

Prohibited Expenses:

The company will not reimburse for personal purchases, such as home utility bills, employee car payments, vacations or alcohol (with the exemption of corporate sanctioned events authorized by the director of your department).

Any purchase that is not directly related to Acres business use is prohibited, unless express permission from the President is given for reimbursement.

Examples of items not eligible for reimbursement (but are not limited to):

- a) items for which a Purchase Order can be issued
- b) personal expenses
- c) stationery and office supplies (unless unavailable from or better price than corporate Staples account)
- d) furniture, equipment, computer hardware/software (unless no other payment alternative is available)

Areas of Uncertainty:

The above list of appropriate and prohibited expenditures is provided as a guide only. In situations where there is doubt about the eligibility of reimbursement, it is strongly recommended you have your supervisor pre-approve the expense.

Employee Responsibilities:

Employees submitting expenses to the company for reimbursement are responsible for:

- ensuring that expenses incurred are strictly for business purposes and are reasonable in all circumstances
- retaining itemized receipts and providing explanations for all card transactions, including the following business meeting details:
 - persons attending
 - reason for meeting
 - all items purchased (visa or debit receipt will not suffice)
- submitting a completed and approved Employee Expense Reimbursement Form to Accounting

Please note: if a receipt is not able to be submitted, a detailed explanation will need to be provided and dependent on approval, the expense may not be reimbursed by the Company.