

MANITOULIN HEALTH CENTRE Expenses for Consultants and Contractors	POLICY:	DEPARTMENT: Finance
EFFECTIVE DATE: April 1, 2011	DATE REVIEWED: February 2011, April 2018	
PREVIOUS POLICY: N/A	DISTRIBUTION:	

STATEMENT OF POLICY

All MHC employees and managers must comply with the Broader Public Sector Expenses Directive issued by the Management Board of Cabinet effective April 1, 2011.

For the purposes of this policy:

“Consultant” means a person or entity that under an agreement, other than an employment agreement, provides expert or strategic advice and related services for consideration and decision-making (expert-conseil) *BPS Accountability Act*.

“Contractor” means a person or entity engaged by MHC for the purpose of a defined construction project or related facility maintenance service.

“All other professional services” including legal, auditing, project management, etc... supplementing MHC human resources shall be considered separately.

In no circumstances can hospitality, incidental or food expenses be considered allowable expenses for consultants and contractors.

Consultants or contractors will not be reimbursed for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages;
- Gratuities;
- Laundry or dry cleaning;
- Valet services;
- Dependent care;
- Home management;
- Personal telephone calls.

Allowable expenses for all other professional services will be as defined in individual terms of agreement and not necessarily subject to the same exclusions as is listed for consultants and contractors.


PROCEDURE

- For allowable expenses, original receipts must be submitted recognizing the appropriate authority limits as described in the Broader Public Sector procurement guidelines to substantiate a claim;

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- If original invoices are not available then a written explanation must be submitted to the CEO to provide adequate information for decision making;
- The approved and completed claim must be submitted to the Accounts Payable Clerk for payment as soon after month end as is practicable (preferably within 5 business days from month end); and
- Failure to comply may result in a denial of the expense claim.

Vice-President Corporate Support Services & Chief Financial Officer
April 2018

Lynn Foster

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