Housing Services Corporation

POLICY MANUAL

SUBJECT:
HSC Expense Policy

NUMBER:
015 (Policy replaces previous 007 and 008)

DATE OF ANNUAL REVIEW:
March 26, 2026

AUTHORITY:
Board of Directors

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1. Introduction

This policy applies to expenses related to business travel, conferences and training, hospitality and board/committee participation and applies to HSC staff and board members. The policy also applies to the reimbursement and payment of travel and meal expenses for HSC's stakeholder advisory group members.

The application of this policy ensures that all transactions are being appropriately approved, transparent, and align with the Province of Ontario Management Board of Cabinet "Travel, Meal and Hospitality Expenses Directive" (Directive).

2. Types of Expenses

Business Travel
Staff travel may be necessary in order to carry out activities directly related to their job duties or HSC's business lines. Travel expenses include kilometrage, accommodation, air and ground transportation, parking, meals and other expenses.

Conferences & Seminars
There may be a requirement to attend conferences, conventions, seminars, workshops or other training events on behalf of the Corporation, to advance its interests or for professional development. Expenses include registration, tuition, kilometrage, accommodation, air and ground transportation, parking, meals , and other expenses.

Hospitality
HSC may host client meetings, advisory group meetings or board meetings. Expenses include catering and meeting room rental.

Training
Training represents education provided to employees through an academic institution, or professional organization. Expenses include professional training services, registration and course fees, and tuition fees reimbursements.

3. Eligible Expenses

Airplane: Economy class is the standard option for ticket purchase.

Train: Economy class is the standard option for ticket purchase.

Vehicle: Where road transportation is the most practical way to travel, renting a vehicle is the Corporate preference. A preferred rental rate has been established with a rental agency and resource available to staff. When renting a vehicle, the most economical vehicle based on the driving conditions should be selected. To avoid higher gasoline charges, refuel your rental car before returning it. Always request full insurance coverages from the rental car company. Only the staff member(s) listed as drivers on the rental agreement should operate the vehicle.

If using a personal vehicle, the Corporation will reimburse based on the following rates as calculated from the HSC office (20 Dundas Street West) or the employee's home - whichever distance is shorter.

Total kilometers driven Per fiscal year	Southern Ontario ($ per km)	Northern Ontario ($ per km)
0-4000 km	0.40	0.41
4001-10,700 km	0.35	0.36
10,701-24,000 km	0.29	0.30
More than 24,000 km	0.24	0.25

HSC will not reimburse toll fees.

It is the responsibility of the individual to adequately insure their personal vehicle for its intended use. Individuals using their own vehicles for business purposes would claim against their own insurer for any accidents.

Parking: Reimbursement is provided for necessary and reasonable parking expenses. Valet parking is not a reasonable expense. There will be no reimbursement for traffic or parking violations.

Taxi: Taxi receipts must be included in the expense claim. A tip of up to 20% on the total trip rate is permissible.

Accommodation: HSC will reimburse for the cost of a standard room. Accommodation receipts must be included in the expense claim in order to be reimbursed. Accommodation reimbursement rates within the City of Toronto are capped at HSC's corporate rate at its designated hotel, which will be set and communicated annually.

Business Meals: Business meals are reimbursed based on the following meal allowance. These rates include taxes and gratuities. Receipts are not required to be submitted with meal claims.

- $10/breakfast,
- $15/lunch,
- $25/dinner.

For Board Meetings and Staff-hosted Events: For board meetings or where board or staff members host events, including advisory committee meetings and meetings with external partners, on- or off-site at a restaurant or event venue, meals must be capped at the following rates per person, including taxes and gratuities:

- $25/breakfast,
- $30/lunch,
- $40/dinner.

Within these capped rates, a consideration of modesty must be applied to food orders. The overlay of modesty means that food ordered must be considered "standard" fare and not considered extravagant or a luxury. A reasonable person standard should be applied to the consideration of what is defined as standard fare.

Alcohol: Alcohol cannot be claimed and will not be reimbursed as part of travel, meal or hospitality expenses. There are no exceptions to this rule.

Out of Province or International Travel: In some cases, the requirement to travel outside of Ontario or internationally may be considered integral to business.

Written approval by the CEO or Board Chair is required prior to any arrangements being made for out of province or international travel. The National Joint Council Travel Directive (Appendix D – Allowances – Module 4) shall be used for reimbursement rates for meal expenses outside of Canada and the United States.

Conference: All conference expenses must be pre-approved using the "Training & Development Approval Form". This form must be signed by a member of the Senior Management Team and appended to the expense claim.

Training: All training expenses must be pre-approved using the "Training & Development Approval Form". This form must be signed by a member of the Senior Management Team and appended to the expense claim.

4. Expense Reimbursement

All expense claims must be submitted within 30 days of completing the travel or incurring the expense. All expenses must be submitted through the online expense system. All expenses must be adequately described in the system, including the business need for the expense. All expenses must include receipts. Credit card receipts are not sufficient.

The rate of exchange used to convert to Canadian currency will be the rate calculated by the online expense system or at the rate shown on the credit card statement (if purchased on a charge card).

HSC's stakeholder advisory group members will be provided annually with an expense claim form to be used for submitting expense claims.

5. Materiality

Where errors are made in submitting an expense claim or conversion rates to Canadian currency are misapplied, a principle of materiality will be applied and only those errors which result in greater than a 1% difference in reimbursement rate must be resubmitted.

6. Approvals

- Staff expense Claims will be reviewed by a member of the Senior Management Team to ensure compliance with Policy.
- Staff expense claims must be approved by a member of the Senior Management Team.
- Expense claims made by members of the Senior Management Team must be approved by the CEO.
- CEO expenses must be approved by the Board Chair.
- Expense claims made by Board Members must be approved by the CEO.
- Chair expenses will be approved by the Board Treasurer

7. Reporting

- The Corporation must report annually on the amount paid to a director or officer during the past fiscal year as reimbursement for expenses.
- This accounting of amounts paid as reimbursement of expenses to a director or officer must be included in the Annual Report as defined in regulations to the *Housing Services Act*, and reported to the Minister, Board members and the public.
- In addition, a copy of this Policy must be provided to the Minister, Board members and the public.
- The Corporation elects to report publicly a summary of Remuneration, Expenses and other payments made to each Board member and Officer on a quarterly basis.

8. Application of Policy

This policy applies equally to HSC and to all of its wholly owned subsidiaries.

The rules and principles of this policy also apply to the reimbursement and payment of travel and meal expenses for HSC's stakeholder advisory group members. Members may submit expense claims in accordance with this policy and the group's Terms of Reference for their attendance at stakeholder meetings.