




POLICY / PROCEDURE

SECTION:	Board	NUMBER:	FIN 10
APPROVED:	 Acting Board Chair	ORIGINAL:	May 2013
	Chief Financial Officer	REVIEWED/REVISED:	
	Chief Executive Officer		

EXPENSES FOR CONSULTANTS AND OTHER CONTRACTORS

DEFINITIONS

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.

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

All other professional services including legal, auditing, project management, etc. supplementing the Hospital's 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 Expenses and Reimbursement, FIN 01 to substantiate a claim
- 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
- Failure to comply may result in a denial of the expense claim.