

## Reimbursable Expenses

[This document is intended for use as a supplement to contracts that require reimbursable expenses. Non-applicable expenses should be removed before incorporating this document into a contract. **DELETE THIS SECTION BEFORE USING** ]

### 1. Overview

The party providing the services (the “Supplier”) to the British Columbia Housing Management Commission or another entity under a British Columbia Housing Management Commission funded program (the “Client”) is eligible for reimbursement of qualified expenses (the “Reimbursable Expenses”) as identified herein. Reimbursable Expenses are limited to those expenses incurred by the Supplier as a direct result of its contractual obligations to the Client. Reimbursable Expenses will be claimed at the Supplier’s cost, without mark-up, unless stated otherwise.

The Supplier may submit a claim, no more frequently than monthly, for payment of Reimbursable Expenses. The claim must include legible photocopies of receipts that have been paid in full by the Supplier. For audit purposes, the Supplier must retain the original receipts for a minimum of one (1) year after the contract completes. Any overpayments to the Supplier will be returned to The Client immediately. Substantial errors in any claim made by the Supplier which causes an overpayment to the Supplier, will constitute default by the Supplier and may result in termination.

### 2. General

- 2.1. All expense amounts, including those listed in this document and others by reference, are inclusive of all applicable taxes. Unless otherwise noted, taxes must not be added to the expense claim for reimbursement.
- 2.2. Where Reimbursable Expenses are required in the performance of the contract, the Supplier shall utilize the most economical options.
- 2.3. Detailed information must be included with Supplier’s claims, such as but not limited to: kilometers, purpose of travel, personnel, origin and destination.
- 2.4. Private vehicle travel will be authorized by the Client’s contract administrator on a case by case basis.
- 2.5. Expenses over one-hundred and fifty dollars (\$150.00) including applicable taxes, must be authorized by the Client’s contract administrator prior to the Supplier conducting the transaction.
- 2.6. Expenses not included in the “Eligible Reimbursable Expenses” list are not eligible for reimbursement.

### 3. Eligible Reimbursable Expenses

The following are eligible Reimbursable Expenses:

- 3.1. Airfare
  - 3.1.1. Only economy airfare will be reimbursed.
- 3.2. Rental Vehicle
  - 3.2.1. Approved car rental agencies and maximum rates for each community are listed on the Daily Vehicle Rental Suppliers By Community Spreadsheet located here: [Daily Vehicle Rental CSA Rates](#). Other agencies are to be used only when these agencies cannot supply vehicles.

- 3.2.2. CDW/LDW (Collision/Loss Damage Waiver) will be reimbursed only when renting from a company not on the Daily Vehicle Rental Suppliers By Community Spreadsheet.
- 3.3. Personal Vehicle Mileage
  - 3.3.1. Personal vehicle mileage must be pre-approved by the Client's contract administrator and will be reimbursed at the current British Columbia Housing Management Commission rate/km in effect at the date of travel.
  - 3.3.2. \$0.610 per kilometer (as of April 2023).
- 3.4. Parking
  - 3.4.1. Parking to attend meetings and events away from the Suppliers office.
- 3.5. Transit
  - 3.5.1. Bus, SkyTrain or taxi are reimbursable provided it is more economical than a rental vehicle or personal vehicle use.
- 3.6. Accommodation
  - 3.6.1. As part of the Corporate Supply Arrangement (CSA) with the Province of BC, the Supplier is eligible to utilize the government rate as set out in the Accommodation Guide: <http://csa.pss.gov.bc.ca/businesstravel/>.
  - 3.6.2. Approved hotel and the maximum rates that may be claimed for rooms and supplementary items are listed in the Accommodation Guide.
  - 3.6.3. Only the single government rates will be reimbursed.
  - 3.6.4. Process:
    - Select the most cost-effective hotel from the accommodation guide that meets your business requirements.
    - Ensure the expectations of Client's contract administrator are clarified regarding the price of accommodation before travel takes place.
    - Ensure the rates charged by the hotel for the room and supplementary charges are at or below the rates quoted in the accommodation guide.
    - If hotels listed in the guide are unavailable due to an exceptional or emergency situation, pre-approval must be obtained from the Client's contract administrator and attached to the claim.
- 3.7. Meals
  - 3.7.1. Per diem meal allowances may be claimed which must not exceed \$52.00 per day while on approved travel, per diems will be pro-rated based on cut-off times.
    - Breakfast \$12.50
    - Lunch only \$14.50
    - Dinner only \$25.00
  - 3.7.2. The below cut-off times will be used to determine the applicable per diem(s) to be claimed. If travel starts after the cut-off time or travel ends before the cut-off time a per diem will not apply for the meal outside the cut-off time.
    - Breakfast 7:00 a.m.
    - Lunch 12:00 noon
    - Dinner 6:00 p.m.
- 3.8. Communication and Shipping
  - 3.8.1. Long distance telephone and facsimile charges.
  - 3.8.2. Courier service.
- 3.9. Printed Documents

- 3.9.1. The Supplier shall provide, at no additional cost, the requested number of drawings, plans, schedules, graphic representations, specifications, models, mock-ups and other similar documents indicated in the contract. The Suppliers will provide additional sets of drawings/plans at the request of the Client's contract administrator at cost.
- 3.10. Permits and Authorizations
  - 3.10.1. Fees, levies, duties or taxes for permits, licenses or approvals from authorities having jurisdiction.

#### **4. Ineligible Expenses**

The following are not eligible for reimbursement:

- 4.1. All travel located within a 50-km radius from the Supplier's home and offices.
- 4.2. Preparation for travel (i.e. booking time, packing, waiting).
- 4.3. Law violations or penalties.
- 4.4. Tips.
- 4.5. Automobile Insurance and Personal Accident Insurance.
- 4.6. Rental Vehicle Mileage.

END