

## **Business Expense Policy**

**Date:** April 13, 2023  
**To:** Board of Directors of the Toronto Atmospheric Fund  
**From:** Chief Executive Officer

### **SUMMARY**

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This report recommends adoption of a Business Expense Policy. The current policy was set by the Board in 2016. Updates are in line with City, Provincial and Federal guidelines and requirements, and TAF's operational procedures.

### **RECOMMENDATIONS**

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The Chief Executive Officer recommends that the Board of Directors of the Toronto Atmospheric Fund:

1. Rescind TAF's current Business Expense Policy.
2. Adopt the new Business Expense Policy as set out in Attachment 1.

### **FINANCIAL IMPACT**

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Adjustments to reimbursement rates will impact related expenses in TAF's annual budget. However, these are a very small percentage of total expenses and staff does not foresee any material impact in managing the new rates.

### **DECISION HISTORY**

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On July 16, 2016, the TAF Board adopted an updated Business Expense Policy. (<https://secure.toronto.ca/council/agenda-item.do?item=2016.TA10.5>)

### **COMMENTS**

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The Business Expense Policy establishes rules and criteria under which TAF will reimburse business-related expenses. Since the current policy was adopted in 2016, TAF has seen a number of changes that motivated the proposed updates, including a third endowment, larger staff team, hybrid work environment, and inflationary increases in the costs of travel, meals and hospitality.

Key elements from the current policy have been maintained and the policy has been restructured to provide additional clarity for employees and approvers. Eligible expenses are now grouped under three broad categories: local travel (in the Greater

Toronto and Hamilton Area), long distance and overnight travel, and TAF-hosted events and meetings.

The updated policy clarifies the types of expenses which can be reimbursed, provides employees with guidance on how to seek approval and reimbursement, and articulates roles and responsibilities. It promotes the TAF objective of being consistent, fair and reasonable while encouraging responsible use of TAF funds, considering carbon impact, and strengthening transparency and consistency.

The proposed updates are in line with TAF's governance and endowment agreement requirements. The City's expense policy, the Ontario Travel, Meal and Hospitality Directive, and the National Joint Council Travel Directive (NJC Directive) were used to guide the development of this updated policy, and the reference to the NJC Directive will keep the policy current in terms of reimbursement rates for meals, kilometrage, etc., Notwithstanding the NJC Directive for rates, TAF will ensure that specific expense conditions established by external funder are met.

## **CONTACT**

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## **SIGNATURE**

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Julia Langer  
Chief Executive Officer

## **ATTACHMENTS**

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1. Draft Employee Expense Policy