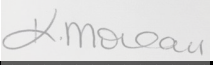


POLICY TITLE: EXPENSES FOR CONSULTANTS & CONTRACTORS

POLICY: New Path follows the Ontario Travel, Meals and Hospitality Expenses Directive when it comes of the provision of expenses for consultants and contractors.

PROCEDURES:

1. Consultants and other 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
2. Where the contract specifically provides for it, New Path can reimburse consultants/contractors for expenses incurred while performing New Path business.
3. All invoices from the consultant/contractor will be approved for payment by the appropriate spending authority. The spending authority will ensure the consultant/contractor billing is in agreement with the contract, and forward to finance for payment.

Approved By:  , Manager of Finance

Date: January 14, 2020

Date Reviewed: October 28, 2025