Number: 3-2.7 ***PURCHASING OF GOODS OR SERVICES***

POLICY TITLE: EXPENSES FOR CONSULTANTS & CONTRACTORS

POLICY: **New Path follows the Broader Public Sector 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 will 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 agrees with the contract, and forward to finance for payment.

Approved By: , Manager of Finance
Date: January 14, 2020
Date Reviewed: October 28, 2025
Date Amended: May 12, 2026

Note: This policy will be posted on New Path's website in a format that complies with AODA standards.