

Coalition for Epidemic Preparedness Innovations

Expenses Policy

Objective

The purpose of this policy is to set out the responsibility of all staff (whether on a permanent or temporary position) and external consultants or contractors engaged by the Coalition for Epidemic Preparedness Innovations (CEPI) when incurring, claiming and reporting expenses related to CEPI business activities.

Policy statement

CEPI will cover the cost of its employees' and hired consultants' expenses incurred while fulfilling their duties, as long as those expenses are reasonable, legitimate and justifiable. CEPI expects employees and hired consultants to act responsibly and professionally when incurring costs on behalf of CEPI.

General principles

- To claim an expense, you must have a valid and legitimate business need.
- The expenditure must be economical and represent good value for money compared to other options (if any available).
- Receipts are required to submit a claim for reimbursement of expenses together with documented prior approval from the relevant line manager, when applicable. CEPI cannot normally reimburse expenses without documentation. Further guidance can be found in the Expenses Procedure.
- Certain types of expenses—such as hosted business dinners, local transportation expenses, and participation in educational conferences—require documented pre-approval, which must be attached when submitting the expense claim.
- All claims must be normally submitted within 30 days of when the expense is incurred.
- Expenses incurred on a corporate credit card are treated in the same way as any other expense.
- CEPI will not ordinarily pay expenses for commuting or meals when an employee or consultant is working in his or her home base office or city of residence.

An Expenses Procedure will provide further guidance for CEPI employees and consultants to ensure consistent practices relating to expenses.

The CEPI Finance and Operations department will review claims before payment is made to ensure they have been correctly approved and have all required supporting documentation. Any claims or expenditure behaviour that does not appear to be reasonable, legitimate, and justifiable will be raised with the line manager.

The Chief Financial Officer is responsible for oversight and implementation of this policy.

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| Current version | 1.0 |
| Approved by CEPI Board | January 2018 |
| Owner | Chief Financial Officer |
| Flow through | N/A |
| Linked documents | Procurement Policy Travel Policy Anti-Corruption Policy Gifts and Hospitality Policy |
| Past versions | N/A |