

MTO ACCOUNTS PAYABLE PAYMENT POLICY

Policy Number: _____ 06 _____

Coverage: MTO staff

Board Approval: 10 / 06 / 17
 Y M D

Effective Date: 10 / 06 / 17
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**Municipal Training
Organization**

ACCOUNTS PAYABLE PAYMENT POLICY

Policy

To guide administration staff of the Municipal Training Organization (MTO) for the purposes of payment of outstanding debts owed by the organization.

As per the Municipal Training and Development Policy: “Municipalities are eligible for reimbursement of travel accommodations costs for MTO programs ...”.

Guidelines:

In order to receive reimbursement of costs:

1. Participants must successfully meet attendance and Code of Conduct requirements (as confirmed by MTO staff)
2. Participants have completed and submitted their program evaluation reports to the MTO
3. The MTO has received the municipality’s registration fee
4. The municipality is in good standing with the MTO (as per the by-laws of the organization)

At the end of every course/program attended by a municipal employee or representative an invoice is to be submitted, with appropriate back up, for the expenses allowed for reimbursement. Failure to submit invoices within 60 days of the completion of the course/program could result in the MTO not reimbursing costs.

At the end of every fiscal year, prior to the audit process, any outstanding invoices owed are to be submitted to MTO, dated March 31st of appropriate fiscal year, **by no later than April 30th** of the fiscal year. Failure to submit invoices for courses/programs from the fiscal year could result in the MTO not reimbursing costs.

Any organization with an outstanding debt from the MTO has the right to appeal, in writing, any balances they feel are owed by the MTO. Subject to this appeal process, the Board of Directors, based on the recommendation of the Executive Director, reserves the right to reverse or hold to the outstanding balance in question.