



Purpose:

- 1 To provide directions for reimbursing City employees for expenses incurred while conducting authorized City business.

Policy Statement(s):

- 2 The City complies with the Canada Revenue Agency's (CRA) guidelines regarding travel and business expenses.
- 3 City employees may be reimbursed for reasonable expenses incurred on authorized travel for City business.
 - (1) Employees are encouraged to make travel arrangements with the option to cancel or transfer if the employee is unable to travel.
 - (2) The Department Manager must pre-approve all travel.
 - (3) An Employee Expense Form (Form) must be completed, approved by the Department Manager, and submitted to Financial Services.
 - (a) Forms must be submitted for reimbursement monthly during the calendar year they are incurred.
 - (b) A Petty Cash Voucher may be used for small claims.
 - (c) Department Managers may delegate the approval of the Form to another employee, but a Purchasing Authority Form must be completed and submitted to Financial Services.
 - (4) If a receipt is lost and all attempts to obtain a duplicate copy are exhausted, a completed Missing Receipt Acknowledgement Form must be signed-off by the Department Manager and submitted for reimbursement to be issued.
- 4 Travel outside of Canada or the United States of America must have prior approval of the employee's General Manager.
- 5 **Consequences of Non-Compliance**
 - (1) Failure to adhere to this Policy may expose the City to financial or regulatory or compliance risk.

References/Links:

- 1 Canada Revenue Agency Tax Guidelines
- 2 EL-A-2.4 Ethical Behaviour

3 5304-CP Travel & Business Expense Reimbursement

4 [Purchasing Authority Form](#)

Scope/Application:

1 This Policy applies to all City employees.

Authority/Responsibility to Implement:

- 1 The Chief Financial Officer is responsible for updating this Policy and monitoring corporate compliance.
- 2 Department Managers are responsible for monitoring compliance within their respective departments.

Inquiries/Contact Person:

- 1 Chief Financial Officer
- 2 Corporate Controller – Budget & Investments
- 3 Financial Coordinator – Accounts Payable

Policy Monitoring and Evaluation

1 This Policy will be reviewed every three years with revisions made as required.

Approval History:

Date:	Approved/Reviewed By:	Title:
Approved: March 6, 2002	“Norbert Van Wyk”	City Manager
Revised: March 28, 2006		
Revised: July 13, 2020	“Allan Seabrooke”	City Manager
Revised: December 20, 2023	“Tara Lodewyk”	City Manager