



POLICY

POLICY NO:	308	APPROVAL DATE:	September 22, 2003
TITLE:	Council and Employee Reimbursement	REVISION DATE:	May 28, 2012
SECTION:	Finance	PAGE	1 OF 1
DEPARTMENT:	Finance		

POLICY STATEMENT

The City will reimburse employees and Council for reasonable expenses incurred while the employee or member of Council is conducting City business as per the rates established in the accompanying procedure.

The City will base the reimbursement of employees and Council upon the current rates established by the Provincial Government of Alberta. The City recognizes that it is more expensive to travel within Northern Alberta, and therefore includes a slight premium on the Government of Alberta rates.

Council and employees are encouraged to use the most economical method of travel available. In order to promote this value, reimbursement for travel will be on the most economical travel option available for each specific trip.

REASON FOR POLICY

To set guidelines for the reimbursement to Employees and Council for expenses incurred while conducting City business.

RESPONSIBILITIES

City Council will review and approve any revisions to this policy.
City Manager will review and approve any procedures related to this policy.
City Administration will carry out the policy based on established procedures.