

**Purpose:**

- 1 To provide reasonable reimbursement to staff for expenses incurred while conducting authorized City business.
- 2 To comply with Canada Revenue Agency (CRA) laws and requirements.

**Policy Statement(s):**

- 3 City employees will be reimbursed for reasonable expenses incurred on authorized travel for City business, according to approved rates and procedures, consistent with Canada Revenue Agency requirements.

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**References/Links:**

- 1 Canada Revenue Agency (CRA) laws and tax guidelines
- 2 5304-CP Travel & Business Expense Reimbursement

**Scope/Application:**

- 1 Applies to all City employees.

**Authority/Responsibility to Implement:**

- 1 Authority is delegated to the Chief Financial Officer, through the General Manager of Corporate Services, to set, monitor, and update travel and business expense rates and procedures and to ensure policy and procedure compliance.

**Inquiries/Contact Person:**

- 1 Chief Financial Officer

**Policy Monitoring and Evaluation**

- 1 This policy will be evaluated every two years with revisions made as required.

**Approval History:**

<b>Date:</b>	<b>Approved/Reviewed By:</b>	<b>Title:</b>
Approved: March 6, 2002	"Norbert Van Wyk"	City Manager
Revised: March 28, 2006		
Revised: July 13, 2020	"Allan Seabrooke"	City Manager