

# EDMONTON

## ADMINISTRATIVE DIRECTIVE



### TITLE

PRIVATE VEHICLE REIMBURSEMENT

### NUMBER

**A1413U**

### DELEGATED AUTHORITY

**BYLAW 12005, THE CITY  
ADMINISTRATION BYLAW**

### DEPARTMENT

**FINANCIAL & CORPORATE SERVICES**

### STATEMENT

Employees who are authorized to use their private vehicle in the performance of their employment duties will be reimbursed at an established rate.

### PURPOSE

Establish procedures for reimbursing employees for the use of their private vehicles in the performance of their employment duties.

### APPLICATION

This Directive applies to any individual employed by the City that reports to the City Manager or City Auditor, along with those individuals employed/contracted by the City on a personal services agreement, but does not include elected officials

### LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Employee Code of Conduct Directive A1100  
Discipline of City Employees Directive A1102  
Employee Business Expense-Local and Out of Town Directive A1415

APPROVED: LINDA COCHRANE

DATE: JANUARY 1, 2016

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