

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

EMPLOYEE BUSINESS EXPENSES – LOCAL AND OUT OF TOWN

NUMBER

A1415H

DELEGATED AUTHORITY

**BYLAW 12005, THE CITY
ADMINISTRATION BYLAW 10(D)**

DEPARTMENT

FINANCIAL SERVICES

STATEMENT

The City of Edmonton will reimburse employees for business expenses while conducting authorized official City business, locally or out of town. City employees should not be financially advantaged or disadvantaged with respect to business expenses incurred through the course of conducting City business.

PURPOSE

This directive establishes guidelines for reimbursement of expenses while conducting official City business.

APPLICATION

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

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

Code of Conduct Directive A1100C
Discipline of City Employees A1102
Private Vehicle Reimbursement Directive A1413
Purchasing of Goods, Services and Construction Directive A1439
Administrative Directive on Drugs & Alcohol A1128
Handling of City Money A1200B

APPROVED:

DATE: JULY 1, 2011

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