

RESPONSIBILITY SUMMARY

City Manager Approves:	<ul style="list-style-type: none"> • Authority to Travel and Business Expense Claims for General Managers including international travel • Exceptions not already specified in this Directive(forwards to Chief Financial Officer and Treasurer, for processing)
General Manager Approves:	<ul style="list-style-type: none"> • Authority to Travel and Business Expense Claims for all department staff travel <u>outside</u> of Canada • Exceptions for alcohol reimbursement • Cell/Blackberry and air card use outside Canada • Branch Manager Authority to Travel and Business Expense Claim • Exceptions for registration fees (e.g. sporting events & tours) • Charges for cancellation insurance • Weekend travel home when employee is away more than 5 weeks • Upgrade to business or executive class for air travel
Branch Manager Approves	<ul style="list-style-type: none"> • CPC applications for employees in accordance with CPC guidelines • Second time occurrences for lost receipts • Semi annual report to GM of exceptions approved (alcohol use and CPC use for personal expenses)
Program Manager Approves	<ul style="list-style-type: none"> • Authority to Travel and Employee Business Expense Statements for travel <u>inside</u> Canada for own employees in compliance with guidelines • Hosting and Food Services claims in excess of per diem amount for employees, with original receipt • Car rental for employees when approving Authority to Travel • Use of private vehicle for employee travel outside Capital Region • Use of CPC for vehicle fuel (e.g. rental car) when a City fill location is not available. • Internet access in hotel • See Note 1
Travel Coordinator	<ul style="list-style-type: none"> • Responds to any questions/required interpretations relating to the Employee Business Expense guidelines • Reviews the claim for compliance with guidelines • Forwards the complete Business Expense Claim package to the Approving Authority • Arrange employee travel • Deposit amounts received from employees to reimburse City for personal expenses paid by CPC • Submit invoice request to Accounts Receivable for third party reimbursements at time of expense approval • Submit approved claims to Accounts Payable • Report non-compliance to Approving Authority • Notify GMs of claims in excess of 21 days
Employee	<ul style="list-style-type: none"> • Comply with Business Expense Guidelines • Must not approve own Authority to Travel or Business Expense Claim
Accounts Payable	<ul style="list-style-type: none"> • Process Business Expense Claims • Administer CPC processes in accordance with Corporate CPC guidelines
Financial Services	<ul style="list-style-type: none"> • Administer exceptions to the directive as approved by the City Manager • Semi annual report to City Manager of exceptions approved for alcohol and use of CPC for personal expenses • Submit annual out of country travel report to City Manager • Responsible for compliance oversight, assist with inquiries and issue resolution • Report non compliance to General Manager and/or City Manager as appropriate

Note 1: Overtime eligibility is determined by the Approving Authority as indicated under Section 1 of Process and Compliance.