

ACCOUNT CODING

TRAINING The expenditure is primarily for a training purpose (maintain or develop skills, acquire new or update existing knowledge).			
Cost Element		Description	Typical Examples
480100	Training - In Canada	All expenses related to attendance at a training conference or course within Canada but outside municipal limits of the City of Edmonton, where travel is required. Training located in the City of Edmonton would be charged to Training - Local	registration/conference or course fees, airfare, accommodation, transportation, taxi, incidentals, meals
480300	Training - Local	Course fees, transportation, and employee time (e.g. Firefighters) charged for attendance at training sessions as appropriate within the City of Edmonton municipal limits	registration fees, material costs (e.g. books), exam fees, transportation (km's, taxi, bus), parking, refreshments provided at training events
480310	Training - Out of Country	All expenses related to attendance at a training conference or course outside of Canada	registration/conference or course fees, airfare, accommodation, transportation, taxi, incidentals, meals, foreign exchange
BUSINESS The expenditure is primarily for a business purpose other than training. (e.g. meetings, inspect municipal infrastructure in other jurisdictions, trade mission)			
Cost Element		Description	Typical Examples
480000	Business Travel - In Canada	All expenses incurred while traveling for business purposes locally or within Canada <u>excluding</u> training related expenses	airfare, accommodation, transportation, taxi, incidentals, meals
480010	Business Travel - Outside Canada	All expenses incurred while traveling for business purposes outside Canada (<u>excluding</u> training related expenses).	airfare, accommodation, transportation, taxi, incidentals, meals, foreign exchange
482000	Food Services - Internal	All food related costs for business purposes <u>other than</u> those costs incurred for "Hosting – External", Employee Recognition or Training	Business meals, catering, luncheons, meeting refreshments,
482100	Hosting - External	Expenditures, incurred locally or while travelling, where parties external to the City of Edmonton are in attendance	meals, catering, entertainment costs
483000	Employee Recognition	Expenses for the purpose of recognizing employees	awards, gifts, recognition service expenses, food services at events for employee recognition
409150	Private Vehicle Reimbursement	Reimbursement for use of private vehicle for business purposes	monthly vehicle allowances, km reimbursements, flat rate mileage