

EDMONTON

ADMINISTRATIVE DIRECTIVE



TITLE

EMPLOYEE BUSINESS EXPENSES – LOCAL AND OUT OF TOWN

NUMBER

A1415I

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. City employees are expected to demonstrate both stewardship and accountability when incurring and approving business expenses.

PURPOSE

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

APPLICATION

PROCEDURE

This directive applies to any individual that the City employs who reports to the City Manager or City Auditor, along with those individuals that the City employs/contracts on a personal services agreement, but does not include elected officials.

LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

[Code of Conduct A1100](#)
[Discipline of City Employees A1102](#)
[Drug and Alcohol A1128](#)
[Handling of City Money A1200](#)
[Private Vehicle Reimbursement A1413](#)
[Purchasing of Goods, Services and Construction A1439](#)

APPROVED:

DATE: MARCH 15, 2012