
Procedure Title: Expense Claims
Policy: 1300-05
Adopted: September 28, 2010
Amended:



POLICY STATEMENT:

The municipality will reimburse a Council member, volunteer, casual worker, or employee for all approved expense claims received within a reasonable time period following the incurrence.

GUIDELINES AND PROCEDURES:

- All expenses must be in accordance with a bylaw, policy, motion, agreement, specific budget allocation or signed purchase order
- Claims must be made using a form similar to the annexed sample with original receipts attached, if applicable. (Payee, date, cost, GST, department, and description)
- Every expense claim must be approved by department manager or designated officer of municipality, unless it is a standing monthly amount approved in the annual budget
- Claims occurred within a given fiscal quarter should be submitted no later than the 21st of the month following to be eligible for reimbursement
- Late expenses submitted will require the approval of Council for reimbursement