 <p>Town of CANMORE</p>	<h2>Council Policy</h2>
Policy Title:	Employment-Related Allowances and Reimbursement Policy
Policy Number:	HR-008
Date in Effect:	June 27, 2017
Current as of:	July 6, 2021

POLICY STATEMENT

1. It is the policy of the Town of Canmore ("Town") to pay or reimburse employees for reasonable employment-related expenses and allowances.

176-2021

PURPOSE

2. This policy establishes the eligible reimbursements and allowances for which the Town will pay.

176-2021

DEFINITIONS

3. In this policy:

- a.1) "Allowance" means any periodic or lump sum amount that you pay to your employee on top of salary or wages to help the employee pay for certain anticipated expenses without having them support the expenses.

176-2021

- a) "Automobile allowance" means any payment that an employee receives from the Town for using their own vehicle in the course of their employment.

- b) *Repealed 176-2021*

- c) "Employee" means any employee, supervisor or manager.

- d.1) "Reimbursement" means an amount paid to an employee to repay expenses they incurred while carrying out the duties of employment. The employee has to keep proper records (detailed receipts) to support the expenses and give them to you.



176-2021

PRINCIPLES

4. *Repealed 176-2021*

5. *Repealed 176-2021*

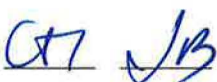
6. *Repealed 176-2021*

Policy approved by:  

7. Eligible reimbursement may include but is not limited to:
- a) Reasonable travel expenses and associated gratuities.
 - a.1) Training and education,
 - a.2) Required safety footwear for job duties not provided by the Town;
 - a.3) Tools and equipment required for the job duties not provided by the Town.
 - b) *Repealed 176-2021*
 - c) *Repealed 176-2021*
 - d) *Repealed 176-2021*
 - e) *Repealed 176-2021*
 - f) *Repealed 176-2021*
8. *Repealed 176-2021*
9. *Repealed 176-2021*
- 9.1 Eligible allowances may include but are not limited to:
- a) Use of personal vehicle for work-related travel when a Town vehicle is not available;
 - b) Bring your own device phone program.
10. In general, the following are not eligible reimbursements and the Town will not provide reimbursement for costs associated with:
- a) Use of a personal vehicle within Canmore;
 - b) Charges for alcoholic beverages;
 - c) Entertainment costs;
 - d) Upgrades to higher classes travel;
 - e) Fines for traffic or parking violations;
 - f) Personal items, such as clothing and toiletries;

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g) Additional expenses resulting from travelling with a spouse or other guests.

11. Exceptions to Section 10 may be made at the discretion of:

- a) The mayor, with respect to CAO expenses; or
- b) The CAO with respect to employee expenses.

176-2021

RESPONSIBILITIES

12. It is the responsibility of employees to:

- a) Exercise sound judgement, accountability, and transparency with respect to submitting expenses for reimbursement.

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13. It is the responsibility of the Manager of Finance to:

- a) Ensure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency.

176-2021

14. *Repealed 176-2021*

POLICY REVIEW

15. This policy will be reviewed by Council on or before July 30, 2025.

RELATED DOCUMENTS

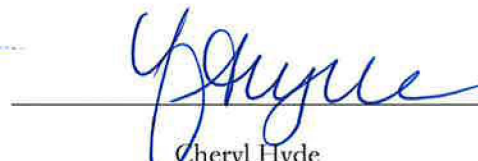
- 16. Travel / Expense Account Claim Form
- 17. Purchasing Card Program Procedure
- 18. CRA Employer's Guide – Taxable Benefits and Allowances

REPEALS POLICY: Travel Expense Claims and Reimbursement 520-2012

AUTHORIZATION:



John Borrowman
Mayor



Cheryl Hyde
Municipal Clerk

Policy approved by: 

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-06-27	209-2017	
Amended	2021-07-06	176-2021	Policy renamed, expanded to include all expenses and allowances, elected officials removed from policy

Policy approved by: CM LB