



# Employment-Related Allowances and Reimbursement Policy

**Policy Number:** HR-008

**Date in Effect:** May 27, 2025

## 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.

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## 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.

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- a) *Repealed 153-2025*

- b) *Repealed 176-2021*

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

- d.1) "Professional Membership Fees" means membership fees paid to a professional organization or association when membership is a condition of employment, including if that membership is required to maintain a required professional certification such as a P.Eng, or when the Town is the primary beneficiary of the employee's membership in the professional organization or association. This definition does not include monthly contributions paid by union members to their union.

153-2025

- d) "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.

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## PRINCIPLES

- 4 *Repealed 176-2021*

- 5 *Repealed 176-2021*

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6 *Repealed 176-2021*

7 Eligible reimbursement may include but is not limited to:

- a) Reasonable travel expenses and associated gratuities. 176-2021
- b) *Repealed 176-2021*
- c) *Repealed 176-2021*
- d) *Repealed 176-2021*
- e) *Repealed 176-2021*
- f) *Repealed 176-2021*
- g) Training and education. 176-2021
- h) Required safety footwear for job duties not provided by the Town. 176-2021
- i) Tools and equipment required for the job duties not provided by the Town. 176-2021
- j) Professional membership fees. 153-2025

8 *Repealed 176-2021*

9 *Repealed 176-2021*

10 Eligible allowance may include but are not limited to:

- a) Use of a personal work-related travel when a Town vehicle is not available. 176-2021
- b) Bring your own device program. 176-2021

11 In general, the following are not eligible for reimbursements and the Town will not provide reimbursement for costs associated with:

- a) Use of a personal vehicle within Canmore; 176-2021
- b) Charges for alcoholic beverages;
- c) Entertainment costs;
- d) Upgrades to higher classes travel;

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- e) Fines for traffic or parking violations;
- f) Personal items, such as clothing and toiletries;
- g) Additional expenses resulting from travelling with a spouse or other guests.

12 Exception to Section 11 may be made at the discretion of:

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

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#### RESPONSIBILITIES

13 It is the responsibility of employees to exercise sound judgement, accountability, and transparency with respect to submitting expenses for reimbursement.

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14 It is the responsibility of the Manager of Finance to ensure reimbursement of expenses is carried out in a manner compliant with the rules set by the Canada Revenue Agency.

176-2021

15 *Repealed 176-2021*

#### POLICY REVIEW

16 This policy will be reviewed at least once in every term of Council.

#### RELATED DOCUMENTS

Travel/Expense Account Claim Form

Purchasing Card Program Procedure

Canada Revenue Agency Employer's Guide – Taxable Benefits and Allowances

#### ATTACHMENTS

None.

**REPEALS POLICY:** Travel Expense Claims and Reimbursement Policy 510-2012

#### AUTHORIZATION:



Sean Krausert  
Mayor



Cheryl Hyde  
Manager, Municipal Clerk's Office

Policy approved by:



**REVISION HISTORY**

Action	Date	Council Motion	Notes
Approved	1994-01-11	26-94	Expense Payments: Council/Staff
Repealed	2013-01-01	510-2012	
Approved	2013-01-01	510-2012	Travel Expense Claims and Reimbursement
Repealed	2017-06-27	208-2017	
Approved	2017-06-27	209-2017	Travel Expenses and Reimbursement HR-008
Amended	2021-07-06	176-2021	Renamed: Employment-Related Allowances and Reimbursement HR-008 and amended to include all expenses and allowances, elected officials removed from policy.
Amended	2025-05-27	153-2025	Formatting and housekeeping revisions.

Policy approved by:


