

SECTION: Finance	POLICY 13.3.1	
SUBJECT: Expenses - Business		
EFFECTIVE: February 9, 2011	REPLACES: n/a	PAGE: 1 of 4
APPROVED BY: C179-2001 - May 28, 2001 C018-2011 - Feb. 9, 2011	PROCEDURAL UPDATES: Admin. Proc. FP05	

POLICY STATEMENT:

This policy establishes the guidelines regarding the authorization and types of expenses that are eligible for payment or reimbursement in this regard.

PURPOSE:

City staff incur various business expenses in carrying out the duties and responsibilities of their position. The purpose of this policy is to ensure those expenses being claimed are eligible according to this policy with sufficient proof of expense being provided. It is also to ensure the validity of each expense according to the procedure laid out in this policy.

SCOPE:

This policy applies to all City staff

PROCEDURE:

A. Business Meals

Business meal expenses may be incurred providing that the expenses are reasonable and were incurred as a result of conducting City business. The following conditions must be met in order to receive reimbursement or payment for expenses incurred.

1. The expense must be supported by original receipts (by an itemized bill identifying the items individually).
2. In the case where the receipt shows the name of the establishment as a numbered company, the operating name of the establishment must be provided.
3. The names of all attendees and the purpose for the meeting must be indicated on the back of the receipt or listed on a separate sheet and attached to the receipt.

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4. Where a business meal or function is conducted to include only the staff of one department, the senior staff person in attendance shall pay the actual bill for the meal or function (payment of the bill is not related to accounting for the expenditure).
5. Where a business meal or function is conducted to include staff from more than one department, the senior staff person from the hosting department shall pay the actual bill for the meal or function (payment of the bill is not related to accounting for the expenditure).
6. Mileage will be reimbursed at the current rate for attendance at a Business Meal.

B. Entertainment or Hospitality Expenses

Entertainment or hospitality expenses may be incurred by Directors and above (and staff designated by a Commissioner or Executive Director) providing that the expenses are reasonable and were incurred as a result of conducting City business. The following conditions must be met in order to receive reimbursement or payment for expenses incurred.

1. The expense must be supported by an original receipt or invoice.
2. In the case where the receipt/invoice shows the name of the establishment or company providing the service as a numbered company, the operating name of the establishment must be provided.
3. The purpose of the expense and attendees must be provided on the reverse side of the invoice or receipt.

C. Approval of Business Expenses

The following tables set out the approvals required authorizing reimbursement or payment of business expenses.

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1. Business Meals

Person Who Incurred Expense	Minimum Approval
Department Staff	Director
Directors	Executive Director or Commissioner
Executive Directors or Commissioners	Commissioner of Financial and Information Services & Treasurer or Director of Treasury Services & Deputy-Treasurer
Commissioner of Financial and Information Services & Treasurer	City Manager
City Manager	Commissioner of Financial and Information Services & Treasurer or Director of Treasury Services & Deputy-Treasurer

2. Entertainment or Hospitality Expenses

Staff Member Who Incurred Expense	Minimum Approval
Department Staff	Not Permitted to Incur Expense
Directors	Executive Director or Commissioner
Executive Directors or Commissioners	Commissioner of Financial and Information Services & Treasurer or Director of Treasury Services & Deputy-Treasurer
Commissioner of Financial and Information Services & Treasurer	City Manager
City Manager	Commissioner of Financial and Information Services & Treasurer or Director of Treasury Services & Deputy-Treasurer

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ACCOUNTABILITY:

The following steps set out the action to be taken to resolve any disputes that may arise regarding reimbursement and payments. This dispute resolution clause also applies to all other City of Brampton policies that address similar reimbursements and payments.

1. Executive Directors and Commissioners shall resolve disputes arising within their own departments.
2. The Treasurer and/or Deputy-Treasurer resolve disputes that cannot otherwise be resolved.

ADMINISTRATION:

Treasury Services will be responsible for keeping this policy up to date.

CONTACT:

Treasury Services