

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-32 Expense Reimbursement	

**Town of Lampman**  
**Policy No. 300-32 Expense Reimbursement**  
**December 12, 2018**

**1. Expense Reimbursement**

- 1.1. Employees may occasionally pay for expenditures incurred in the course of Town business and then claim reimbursement through an expense report.
- 1.2. Where an advance of funds is required to cover the cost of an expenditure, the Administrator must approve an advance of funds in writing.
- 1.3. Expenses should be submitted promptly. Expenses must be submitted within 3 months of the expense having been incurred (ideally within days of having incurred the expense).
- 1.4. All Expense claims must be accompanied by receipts for all charges. If they are not received, claims will not be paid until a receipt is submitted.
- 1.5. Depending on the size of the expense and the frequency of charges, employees are encouraged to submit a schedule of activities and estimated expenses to the Administrator prior to the purchase.

**2. Meals**

- 2.1. For all occurrences of employees needing to be away overnight on Town business, the Town will pay for up to two (2) meals on the first day and up to three (3) meals each day until the day the employee returns home. If the employee returns home in the:
  - Morning claim one (1) meal
  - Afternoon claim two (2) meals
  - Evening claim three (3) meals
- 2.2. If breakfast is included with a hotel stay, it is expected that the employee avail themselves of the breakfast area, if possible.

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