

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: April 23, 2025
	Policy No. 300-32 Expense Reimbursement	

Town of Lampman

Policy No. 300-32 Expense Reimbursement

April 23, 2025

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 except when the daily meal allowance applies in 2.1.
- 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 a daily meal allowance of \$100.
- 2.2. If the employee is away for a day of training the meal will be reimbursed as per the receipt.

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