

**OFFICE CONSOLIDATION**

**BYLAW NUMBER 36M2021**

**BEING A BYLAW OF THE CITY OF CALGARY  
RESPECTING COUNCILLORS' BUDGETS AND  
EXPENSES**

\*\*\*\*\*

(Amended by 60M2021, 5M2022)

**WHEREAS** Council has considered C2021-0609 and considers it necessary to pass a bylaw respecting Councillors' budgets and expenses;

**AND WHEREAS** Council may pass bylaws for municipal purposes respecting services provided by or on behalf of the municipality pursuant to section 7 of the Municipal Government Act, R.S.A. 2000 c. M-16 (the "Act");

**AND WHEREAS** pursuant to section 3 of the Act, one of the purposes of a municipality is to provide good government;

**AND WHEREAS** The City of Calgary has all the powers of a natural person under section 6 of the Act and Council may exercise those powers, and delegate those powers, pursuant to sections 202(1) and 203(1) of the Act.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF CALGARY ENACTS AS FOLLOWS:**

**SHORT TITLE**

1. This Bylaw may be cited as the "Councillors' Budgets and Expenses Bylaw".

**PART 1 - DEFINITIONS AND INTERPRETATION**

2. In this Bylaw:
  - (a) "*Accounts Payable Policy and supporting procedures*" means The City's administration policies and procedures incorporated into this Bylaw as the following Schedules:
    - i. the Accounts Payable Policy (Schedule "A");
    - ii. the Supporting Procedures for Transactions and Payments (Schedule "B");
    - iii. the Supporting Procedures for Corporate Credit Card (Schedule "C"); and
    - iv. the Supporting Procedures for Reimbursement of Employee Business Expenses (Schedule "D");
  - (b) "*Budget of the Office of the Councillors*" refers to the budget approved by Council for the Office of the Councillors that includes:

- i. Councillors' salaries and benefits;
  - ii. Administrative costs (staff salaries); and
  - iii. the Councillors' Ward Based Budget ("*Ward Budget*");
- (c) "*Code of Conduct for Elected Officials Bylaw*" means Bylaw 26M2018 as amended or replaced from time to time;
- (d) "CCCO" means the *Coordinating Committee of Councillors' Offices*;
- (e) "CFO" means The City's Chief Financial Officer or designate;
- (f) "*Councillors*" means all elected officials on Council excluding the Mayor;
- (g) "*Councillors and staff*" means all *Councillors*, all staff employed in *Councillors'* ward offices, and all staff employed by the Office of the Councillors;
- (h) "*Integrity Commissioner*" means the person appointed by Council to fulfil the obligations approved by Council in the "Terms of Reference for the Integrity Commissioner"; and
- (i) "*Ward Budget*" means the component of the *Budget of the Office of the Councillors* that is typically split evenly between all *Councillors* for their respective ward offices and for each ward includes five categories of expenditures:
- i. Salaries of assistants (assistants' allowance);
  - ii. Expense Account (Allowance Account);
  - iii. Communications, Research and Office Projects;
  - iv. Travel;
  - v. Courses and Seminar (employee education and learning).
3. The purpose of this Bylaw is to establish clear and consistent rules and requirements on the permitted expenses that may be incurred by *Councillors* in relation to their official duties as Members of Council.
4. All terms used in this Bylaw that are not defined in section 2 above have the same definitions as set out in the *Accounts Payable Policy and supporting procedures*.
5. (1) This Bylaw incorporates, unless explicitly stated otherwise, the rules and requirements established in the *Accounts Payable Policy and supporting procedures* that are attached as Schedules A, B, C, and D.
- (2) Without limiting subsection (1), in the event of conflict or inconsistency between the provisions of the *Accounts Payable Policy and supporting procedures* and the provisions set out in the main body of this Bylaw, the provisions in the main body of the Bylaw prevail.

## **PART 2 – APPLICABILITY**

6.
  - (1) All *Councillors and staff* must comply with the requirements of this Bylaw and the *Accounts Payable Policy and supporting procedures*.
  - (2) The *Accounts Payable Policy and supporting procedures* applies to all *Councillors and staff*, unless this Bylaw states otherwise, for all expenses they incur, including but not limited to, the Councillor's *Ward Budget*.
  - (3) Without limiting subsections (1) and (2), any references to "employees" of The City in the *Accounts Payable Policy and supporting procedures*, for the purposes of this Bylaw, means *Councillors and staff* and would include that:
    - (a) references to "employees" in the *Accounts Payable Policy and supporting procedures* should be read as including *Councillors and staff* despite any indication otherwise in the *Accounts Payable Policy and supporting procedures*; and
    - (b) the *Accounts Payable Policy and supporting procedures* on reasonable business related expenses and "business reasons" for expenses applies to *Councillors and staff* to mean expenses related to their official duties as Members of Council and a reason explaining the link to these duties for the expense.
7. This Bylaw applies regardless of whether the expenditure is paid for by the Councillor's *Ward Budget*, the *Budget of the Office of the Councillors* or any budget belonging to City administration, or a City Board, Commission or Committee including but not limited to the Intergovernmental Affairs Committee budget.
8. Expense practices and activities must adhere to this Bylaw and all other relevant Council Policies including but not limited to those specified in the *Code of Conduct for Elected Officials Bylaw*.

### **PART 3 – ROLES AND RESPONSIBILITIES**

#### **Manager, Office of the Councillors**

9. The Manager of the Office of the Councillors is responsible for:
  - (a) Approving all expenditures made against the *Budget of the Office of the Councillors* (except for the *Ward Budget*);
  - (b) Managing the *Budget of the Office of the Councillors*;
  - (c) Assisting *Councillors* in managing their *Ward Budgets* by providing monthly updates on their actual expenses to date relative to their budget; and
  - (d) Establishing and delivering a training program on this Bylaw and its schedules (the *Accounts Payable Policy and supporting procedures*) for all *Councillors* during Council Orientation and offering yearly refresher training.

## **Councillors**

10. *Councillors* are responsible for:

- (a) Managing all expenditures made from their *Ward Budget*;
- (b) Approving all expenditures from their *Ward Budget* except for those expenses that are the responsibility of a designate of the *CFO* to approve;
- (c) Complying with this Bylaw and the *Accounts Payable Policy and supporting procedures* when incurring expenses and making expenditures;
- (d) Allocating their *Ward Budget* between the five categories of expenses up to the maximum limits set by the City Clerk or delegate;
- (e) Managing their *Ward Budget* to ensure it is not exceeded in any year as well as not exceeding any maximum set by the City Clerk or delegate for a category of expenditures within the *Ward Budget*;
- (f) Providing documentation to support and justify the existence of any expenses or expenditures made under their *Ward Budget*;
- (g) Demonstrating and justifying that an expense is related to their official duties as a Member of Council;
- (h) Ensuring that in the year of a general municipal election, a *Councillor* only expends funds for that portion of the year they are in office;
- (i) Using administration's forms and procedures for missing receipts and meeting any administration timelines for forms and procedures;
- (j) Notifying the City Clerk or delegate when the *Councillor* has had an expense denied by the *CFO*'s designate that the *Councillor* wishes to appeal to PFC;
- (k) Adhering to responsibilities set out in the *Code of Conduct for Elected Officials Bylaw* in making expense claims; and
- (l) Reviewing and comprehending this Bylaw, *the Accounts Payable Policy and supporting procedures*, attending mandatory training and attending refresher training when needed.

## **CFO**

11. The *CFO*, or a person designated by the *CFO*, is responsible for:

- (a) Approving *Councillors'* Corporate Credit Card statements and any other expenditures made against *Ward Budgets* for any category of expenditure not authorized by the City Clerk or delegate as a regular ward business expense, including but not limited to, hosting expenses and travel expenses;
  - (b) Providing annual updates to the City Clerk or delegate on any changes to the administration *Accounts Payable Policy and supporting procedures*;
  - (c) Supporting *Councillors* in meeting their obligation to not exceed their annual *Ward Budgets*; and
  - (d) Reporting uncorrected non-compliance by a *Councillor* with this Bylaw and the *Accounts Payable Policy and supporting procedures* to the City Clerk or delegate on a quarterly basis.
12. The *CFO* may delegate any of the powers, duties, and functions provided to the *CFO* under this Bylaw to any employee of The City.

#### **City Clerk**

13. The City Clerk is responsible for:
- (a) Recommending a budget to Council each year at budget time for the Office of the Councillors including the amount for the *Ward Budgets*;
  - (b) Allocating the amount each year out of the *Budget of the Office of the Councillors* which will comprise the *Councillors' Ward Budgets* and which will be split evenly between all *Councillors*;
  - (c) Establishing maximum amounts that *Councillors* may allocate to one or more of the five categories of their *Ward Budgets* and setting out the maximum that may be spent on donations by a *Councillor* each year;
  - (d) Approving certain types of office and equipment expenditures as regular ward business expenses that do not require approval by the *CFO's* designate;
  - (e) Recommending to Council that this Bylaw and its schedules, be updated by amendment where there are substantial changes to administration's *Accounts Payable Policy and supporting procedures*; and
  - (f) Exempting a category or type of expense from public disclosure.

#### **The Priorities and Finance Committee**

14. (1) The Priorities and Finance Committee is responsible for:

- (a) deciding any appeals brought by *Councillors* of decisions made by the *CFO's* designate to deny an expense claim or seek reimbursement of an expenditure made on the Corporate Credit Card; and
  - (b) approving or denying further expenditures by *Councillors* who have exceeded their annual *Ward Budget*.
- (2) Decisions of the Priorities and Finance Committee are final.
  - (3) Appeals to the Priorities and Finance Committee may be brought by a *Councillor* by way of notice of motion provided to the City Clerk two (2) weeks prior to the Committee meeting date and copied to the *CFO* and the City Clerk or delegate.

#### **PART 4 – ELIGIBLE EXPENSES**

- 15. (1) *Councillors* are entitled to eligible expenses related to their duties as Members of Council in accordance with this *Bylaw* and the *Accounts Payable Policy and supporting procedures*, in particular Schedule “D” (the Supporting Procedure for Reimbursement of Employee Business Expenses).
- (2) Subject to the additional requirements specified below, or any other relevant Council Policy listed in section 26, this would include, but is not limited to, reasonable expenses incurred for:
  - (a) Hosting;
  - (b) Additional ward office equipment and assets not provided by the Office of the Councillors;
  - (c) Donations and Gifts;
  - (d) Learning and development opportunities for *Councillors and staff*;
  - (e) Out of Town Travel;
  - (f) Paying for a limited term contract for a person to provide communication, research, or office support to the *Councillors' Ward Office* in accordance with “PAC010 Communication Research and Office Support Policy -Ward Budget -Office of the Councillors”; and
  - (g) Production and distribution of information to constituents relevant to the *Councillor's* role as a Member of Council.
- (3) City Administration may, at the request of a *Councillor*, provide a jacket/blazer with City of Calgary Crest or other City logo after each General Municipal Election.

## **Mandatory Use of Corporate Credit Card**

16. (1) All eligible expenses must be incurred using the Corporate Credit Card.
- (2) *Councillors and staff* must apply for a Corporate Credit Card and must use it in accordance with Schedule “C”, the Supporting Procedures for the Corporate Credit Card.
- (3) *Councillors and staff* must use the Corporate Credit Card and not a personal credit card when incurring expenses and where use of the Corporate Credit Card is not possible, must document the expense in accordance with City administration’s procedures and forms for exceptions and must meet any timelines required for such procedures and forms.
- (4) *Councillors and staff* must attend mandatory training on the use of the Corporate Credit Card at the time it is first issued.
- (5) All expenses incurred on the Corporate Credit Card of *Councillors and staff* must be disclosed as part of the *Councillor’s* public disclosure.

## **Hosting**

17. (1) Hosting expenses are eligible provided they comply with the *Accounts Payable Policy and supporting procedures* on hosting.
- (2) Types of eligible hosting expenses include; sit down meals and appetizers, takeaway meals, and refreshments (either alone or in combination with other types of hosting).
- (3) Alcohol, tobacco and cannabis expenses, including expenses for the purchase of tobacco and cannabis accessories, are not permitted hosting expenses. *Councillors and staff* may expense tobacco and tobacco accessories for use in Indigenous ceremonial and reconciliation activities.
- (4) Eligible hosting expenses include hosting expenses associated with events such as the costs of renting facilities (e.g., at a community centre to host a townhall) or other hosting activities (such as team building or community activities).
- (5) Hosting when travelling is limited to \$100 per day per *Councillor* and this amount may be accrued over the course of the trip (e.g., for a four day trip, \$400 is available for hosting).

- (6) In place of the seniority rule which applies to hosting events for City administration, where two or more *Councillors* attend the same event, the hosting costs for that event will be split evenly between the *Councillors*.
- (7) *Councillors* must not incur hosting expenses for any City of Calgary employee.
- (8) *Councillors* must not incur hosting expenses where the only other person being hosted is another City of Calgary *Councillor(s)*.
- (9) For clarity, *Councillors* must document hosting expenses by providing a complete list of attendees to the meal or hosted event, the name of the corporation of any attendee who is not a City employee and the business reason for the expenditure.
- (10) There is a 20% gratuity maximum for hosting as with all other expenses that require gratuity.

### **Office Equipment and Supplies**

18. (1) *Councillors* must use best efforts to use City approved vendors and suppliers for all purchases of office equipment and supplies (not including consulting services as governed by PAC010 - Communications, Research, and Office Support Policy - Ward Budget).
- (2) Routine office expenses for City business, including but not limited to postage and courier service, are eligible expenses. Reasonable and necessary costs associated with a home office are eligible expenses such as ink, paper and home internet. Other home expenses such as home security costs are not eligible expenses unless it is to mitigate risks identified by Corporate Security.  
(5M2022, 2022 January 18)
- (3) Any equipment, technology or assets purchased using *Ward Budget* funds remains the property of The City of Calgary after the *Councillor's* tenure ends.

### **Donations and Gifts**

19. (1) *Councillors* must not expense donations to political parties and this includes not expensing dinner or event tickets for political parties' fundraisers.
- (2) *Councillors* may expense donations to community groups and events up to the maximum established by the City Clerk or delegate provided the donations arise out of a necessary social protocol and that an explanation of why it is necessary is disclosed as part of a *Councillor's* public disclosure of expenses.



- (3) Eligible donations may include presentation items or City promotional items (pins, crests, flags, white Stetsons, flowers, etc.).
- (4) *Councillors* may expense nominal gifts that are necessary for a social protocol to recognize the work of their volunteers but which for any individual volunteer must not be valued at more than \$100.
- (5) *Councillors* must not expense gifts of alcohol.

### **Learning and Development**

20. (1) Learning and Development costs are eligible expenses for *Councillors and staff* when made in accordance with Council Policy CC024 - Learning and Development Policy for Councillors.
- (2) In addition to the requirements in CC024, *Councillors* that expense the costs of learning and development for themselves or their staff must provide a report on the relationship between the curriculum of any program attended and their duties as a *Councillor*. This report must be included as part of their public disclosure of expenses.

### **Within Town Travel Costs**

21. (1) *Councillors* must not expense any travel or mobility costs within the City such as taxis, limousines, transportation network company vehicles, or for hire bicycles and e-scooters.
- (2) *Councillors* may incur travel expenses to and from the airport when travelling outside the City as travel expenses.

### **Out of Town Travel Costs**

22. (1) *Councillors* and their staff may incur expenses for out of town travel that are related to the *Councillor's* duties as a Member of Council.
- (2) *Councillors* may attend, at the discretion of the City Clerk or delegate, one of the following authorized events up to the maximum of days noted:
  - (a) Grey Cup (up to five nights);
  - (b) Quebec Carnival (up to four nights);
  - (c) Alberta Urban Municipalities Association Events (up to two nights);

- (d) Federation of Canadian Municipalities Conference (length of conference); and
  - (e) Federation of Canadian Municipalities Annual Board of Director's Meeting (up to two nights).
- (3) Travel to attend a Federation of Canadian Municipalities ("FCM") Board of Director's Meeting is limited to those *Councillors* who have also been elected to the FCM Board of Directors.
- (4) For further clarity, approved out of town travel must comply with the *Accounts Payable Policy and supporting procedures* which allow for meals when travelling up to a daily limit for each meal (breakfast \$20, lunch \$25, and dinner \$40) and require a corresponding decrease if meals are provided to attendees of the event, venue or conference.

#### **PART 5 – DISCLOSURE OF EXPENSES**

23. (1) The Office of the Councillors must publicly disclose:
- (a) all *Councillors'* budgets annually;
  - (b) all *Councillors'* expenses on a quarterly basis regardless of whether that expense was paid for by the *Councillor's Ward Budget*, the *Budget of the Office of the Councillors* or a budget belonging to City administration, or a City Board, Commission or Committee; and
  - (c) any additional reporting, information or documentation required to be disclosed by this Bylaw, or another Council Policy, on a quarterly basis.
- (2) All public disclosure must be published on The City of Calgary's external web site, [www.calgary.ca](http://www.calgary.ca).
- (3) the City Clerk or delegate may approve the format of expenses that are required to be publicly disclosed under this Bylaw or any other Council Policy.
- (4) The following items are exempt from the requirement for disclosure listed in section (1):
- (a) The exact amount of administrative support staff salaries except that salary ranges may be disclosed; and

- (b) Any category or type of expense the City Clerk or delegate has approved as exempt from disclosure.

#### **PART 6 – WARD BUDGETS**

- 24. (1) In the year of a general municipal election, the incumbent *Councillor* must only expend funds for that portion of the year they are in office.
- (2) In the event of a vacancy of a *Councillor's* seat, the balance of funds allocated to the ward can only be re-allocated or used to pay approved expenses where approved by the City Clerk or delegate.
- (3) All surpluses at year-end from *Ward Budgets* must be transferred to the Fiscal Stability Reserve.

#### **PART 7 – NON-COMPLIANCE**

- 25. (1) A *Councillor* who has failed to adhere to this Bylaw, the *Accounts Payable policy and supporting procedures*, or any other relevant Council Policy on expenses and *Ward Budget* expenditures, may be reported to the *Integrity Commissioner* by any person who has knowledge of the non-compliance.
- (2) Non-compliant expenses will not be reimbursed.
- (3) A *Councillor* must reimburse The City for any funds disbursed for a non-compliant expense that was paid directly, or wrongly reimbursed, including on the Corporate Credit Card, as soon as is practical.
- (4) the City Clerk or delegate may reduce a *Councillor's* annual *Ward Budget* where the *Ward Budget* was exceeded the prior year by that *Councillor* and such reduction made by the City Clerk or delegate to the following year's *Ward Budget* should equal the amount the previous year's *Ward Budget* was exceeded.

#### **PART 8 - TRANSITIONAL**

- 26. (1) *Councillors and staff* must comply with all obligations imposed by statute, bylaw, or Council Policy relating to *Councillors'* budgets and expenses and for further clarity, nothing in this Bylaw limits any responsibility or requirements placed on *Councillors and staff* under another bylaw or Council Policy including but not limited to:
  - (a) CC027 - Posting Councillor Ward Budgets and Expenses Policy;

- (b) PAC010 - Communication Research and Office Support Policy - Ward Budget;
  - (c) PAC005 - Councillors' Assistants Policy;
  - (d) CC030 - Assistants Severance Policy;
  - (e) CC024 - Learning and Development Policy for Councillors;
  - (f) PAC015 - Office of the Councillors Work Experience Policy & Agreement;
  - (g) CC038 - Elected Official Benefit Pension Policy;
  - (h) Guidelines for Fundraising for Members of Council – Disclosure Guidelines (Office of the Councillors Policy effective 12 June 2019); and
  - (i) Ward Community Events Fund Guidelines (Office of the Councillors Policy effective 26 June 2020).
- (2) In the event of conflict between this Bylaw and any other Council Policy listed in subsection (1) above, the provision that is more restrictive prevails.

### **Consequential Amendments**

27. The Procedure Bylaw 35M2017 as amended is hereby further amended by adding the following after subsection (j) of section B.9 in Appendix B – Role of Council Committees:
- “(j.1) deciding appeals of denied expense claims and deciding whether to authorize further expenditures for ward budgets that have been exceeded in accordance with the Councillors’ Budgets and Expenses Bylaw;”
28. Bylaw 26M2018, the Code of Conduct for Elected Officials Bylaw, as amended, is hereby further amended by:
- (a) deleting subsection 18(j) in its entirety;
  - (b) deleting the words “*Councillors’ Expenses/Allowance Policy* (PAC006, 2003 October 28)” in subsection 18(i) and substituting in its place “Councillors’ Budgets and Expenses Bylaw”; and
  - (c) deleting the words “*Budget and Accounting Office of the Councillors Policy* (PAC014, 2003 October 28)” from section 28 and substituting in its place “Councillors’ Budgets and Expenses Bylaw”.
29. The following Council Policies are hereby rescinded:

- (a) PAC008 - Office of the Councillors Expenditure Authorization Policy;
- (b) PAC006 - Councillors' Expenses/ Allowances Policy;
- (c) PAC007 - Councillors' Expenses – Out of Town Travel Policy;
- (d) CC008 - Council to Cover Expenses of Prospective FCM Directors;
- (e) PAC014 - Budgeting and Accounting Policy; and
- (f) PAC003 - Councillor Attendance at Quebec Carnival and Grey Cup.

**COMING INTO FORCE**

30. This Bylaw comes into force on the day it is passed.

READ A FIRST TIME THIS 10<sup>TH</sup> DAY OF MAY, 2021.

READ A SECOND TIME THIS 10<sup>TH</sup> DAY OF MAY, 2021.

READ A THIRD TIME THIS 10<sup>TH</sup> DAY OF MAY, 2021.

(Sgd.) N. Nenshi  
MAYOR

(Sgd.) T. Mowrey  
ACTING CITY CLERK

## **SCHEDULE “A” – Accounts Payable Policy**

### **1. PURPOSE**

1.1. Accounts Payable is the central service provider for all payable activities at The City of Calgary (The City). The purpose of this policy is to define the business rules and restrictions for authorizing accounts payable transactions, including invoices, corporate credit card (CCC), corporate fuel card (CFC) and reimbursement of employee business expenses and to facilitate the efficient, transparent, and accurate payment of City accounts in accordance with all relevant requirements.

### **2. POLICY STATEMENTS**

2.1. All City employees, including contract employees, must comply with the requirements of this policy and all related supporting procedures.

2.2. Finance establishes and maintains supporting procedures for this policy.

2.3. The City pays legitimate, authorized and adequately documented accounts and employee business expenses on time in accordance with this policy, all associated supporting procedures and legislation outlined under section 5 in this policy.

2.4. Finance maintains a complete, accurate, current supplier master list.

2.5. Finance maintains adequate supporting documentation for payments and suppliers.

### **3. DEFINITIONS**

3.1. In this policy:

- a. **“Corporate Credit Card”** means the Corporate Master Card that is issued to an employee on behalf of The City;
- b. **“Corporate Fuel Card”** means the Corporate Fuel Card that issued for a vehicle or to an employee on behalf of The City;
- c. **“Dept ID Owner”** means a City employee that has the responsibility to manage both people and a budget (e.g. managers, directors, general managers, leaders);
- d. **“Reasonable expense”** means an expense that demonstrate prudence, good judgement, moderation and is defensible to an impartial observer or citizen of Calgary;
- e. **“Supplier”** means an individual or organization The City of Calgary pays for goods or services;
- f. **“Third Party Demands”** means legal requests made by external third parties for funds to be deducted from payments issued to a debtor by The City; and

- g. **“The Supplier Master File”** means the file containing key information that defines a supplier and the terms of business arranged with The City.

#### **4. APPLICABILITY**

- 4.1. This administration policy and all related supporting procedures applies to all City employees and business units, including Calgary Police Service (CPS).

(60M2021, 2021 September 15)

- 4.2. The City administrates the Corporate Credit Card Program and the reimbursement of employee business expenses for the Calgary Police Service (CPS). However, governance, oversight and audit responsibilities for these programs for the CPS rest with the CPS.

(60M2021, 2021 September 15)

- 4.3. The City administrates the Corporate Fuel Card Program for the Calgary Police Service (CPS). However, the governance, oversight and audit responsibilities for the Corporate Fuel Card Program for the CPS rests with the CPS.

- 4.4. This policy does not apply to reimbursements for the use of a personal vehicle, which are governed by the Car Allowance Policy.

#### **5. LEGISLATIVE AUTHORITY**

- 5.1. This policy is established in accordance to the Municipal Government Act (Alberta) Section 248 which provides the rules and guidelines for the expenditure of money by a municipality.

- 5.2. The application of this policy shall comply with the trade agreements that apply to The City Procurements as follows:

- a. New West Partnership Trade Agreement (NWPTA);
- b. Canadian Free Trade Agreement (CFTA);
- c. United States, Mexico and Canada Free Trade Agreement (USMCA); and
- d. Canada – European Union Comprehensive Economic and Trade Agreement (CETA).

- 5.3. The Accounts Payable practices and activities at The City must adhere to all Administration Policies, including but not limited to, the following:

- a. Code of Conduct; and
- b. Conflict of Interest.

- 5.4. References to related corporate-wide procedures, forms and resources:

- a. Supporting Procedures for Accounts Payable Transactions & Payments;
- b. Supporting Procedures for Corporate Credit Card;

- c. Supporting Procedures for Reimbursement of Employee Business Expenses; and
- d. Supporting Procedures for Corporate Fuel Card.

**6. ROLES AND RESPONSIBILITIES**

6.1. Finance is responsible for the following:

- a. Issuing payments on behalf of The City;
- b. Managing The City’s Corporate Credit Card Program;
- c. Managing The City’s Corporate Fuel Card Program;
- d. Retaining accounts payable source documents in accordance with The City’s Records Management Policies; and
- e. Managing and maintaining The City’s supplier master file.

6.2. Dept ID Owners are responsible for the following:

- a. Initiating transactions and approving payments from their Dept ID accounts while staying within their approved budget. Ensuring all approved expenses are reasonable within the context of providing City services, have the adequate supporting documentation, goods or services have been received, and expenses are compliant with City policies;
- b. Immediately forwarding any third party demands to Accounts Payable;
- c. Delegating expenditure authorities to another Dept ID Owner when they are unavailable to approve; and
- d. Refer to the four Supporting Procedures in section 8.1 for additional responsibilities.

**7. CONSEQUENCES OF NON-COMPLIANCE**

- 7.1. Employees that fail to adhere to this administration policy and supporting procedures may be subject to disciplinary action and revocation of privileges.
- 7.2. Non-compliant expenses will not be reimbursed. If a non-compliant expense was paid directly or wrongly reimbursed, including on corporate credit card, or corporate fuel card the employee must repay The City for any funds disbursed as soon as is practical.

**8. HISTORY**

Date	Report Number	Description
2021/01/19	ELT2021-0069	The policy defines the business rules for accounts payable transactions and payments, including invoices, CCC, CFC and reimbursement of Employee Business Expense. The new policy FA-010 replaces FA-011 (Reimbursement of Employee Business Expenses); FA-013 (Commercial Fuel



		Card) and FA-016 (Accounts Payable Corporate Credit Card)
<b>2015/04/01</b>		The policy defines the business rules for authorizing accounts payable transactions and invoices, making payments, and retaining accounts payable source documents. The new policy replaces FA-010 (Signing Authority); FA-012 (Cheques); FA-014 (Invoices) and FA-015 (Source Documents)

**SCHEDULE “B” –  
Supporting Procedures for Transactions and Payments**

**1.0 Information**

- 1.1. These procedures are issued by Finance as a companion to, and under the authority of, the Accounts Payable Policy (FA-010).
- 1.2. Accounts Payable transactions are subject to internal reviews, audits, and proactive disclosure as well as disclosure requests under the Freedom of Information and Protection of Privacy Act.
- 1.3. All City employees, including contract employees, must comply with these procedures. Non-compliance with these procedures is considered non-compliance with the Accounts Payable Policy (FA-010) and may result in disciplinary action.

**2.0 Definitions**

- a. **“Corporate Credit Card”** means the Corporate Mastercard that is issued to an employee on behalf of The City for business related expenses under \$5,000.
- b. **“Corporate Fuel Card”** means the corporate fleet card that is issued for a vehicle or to an employee on behalf of The City for fuelling City-owned vehicles when City-owned fuel sites are not available.
- c. **“Dept ID Owner”** means a City employee that has the responsibility to manage both people and a budget (e.g. manager, directors, general managers, leaders).
- d. **“Purchase Order (PO)”** means the final document issued for procurement of goods or services. The purchase order is The City’s acceptance of a proposal and becomes the control mechanism for payment.
- e. **“Non-Purchase Order (Non-PO)”** means any invoice received that is not covered under a purchase order.
- f. **“Supplier”** means an individual or organization The City pays for goods or services.
- g. **“System Interface”** means an electronic exchange of data between two or more systems to allow an efficient flow of information.

**3.0 Approval Authority and Delegation**

**3.1 Approval Authority**

- 3.1.1 A Dept ID Owner must authorize an invoice by reviewing the image in The City’s document management system based on the criteria below and providing electronic system approval:
  - I. Invoice number

- II. Supplier name
- III. Who it is billed to
- IV. Amount invoiced
- V. Purchase Order number (PO#) – if applicable
- VI. Account distribution/chartfields - if non-PO
- VII. Address for where work was completed or goods delivered
- VIII. Holdback release documents – if applicable
- IX. Contract terms and conditions – if applicable
- X. Purchase Order terms and conditions – if applicable
- XI. The work or material being billed for has been completed or delivered
- XII. The amount charged is what was set out in the PO or contract
- XIII. There are no additional charges such as transportation, environmental fees or other items that are not part of the contract.

3.1.2. Signing authority for accounts payable transactions, within approved budgets, applies regardless of the type of expenditure (e.g. goods, services, employee expenses) or method of payment. The Dept ID Owner is responsible for ensuring that the expenditure is reasonable and sufficient budget funding is available to make the payment.

3.1.3. Regardless of the Dept ID Owner's overall signing authority, expenditures against a purchase order must not exceed that PO's remaining unexpended funds.

3.1.4. Electronic approvals in AP Workflow is required for Distribute by Amount (DBA) PO invoices and non-PO invoices. Details and procedures regarding Accounts Payable Workflow can be found on the myCity website.

3.1.5. All Dept ID Owners are required to have a sample of their signature on file with Accounts Payable.

### 3.2 **Delegation of Approval Authority**

3.2.1 For periods of planned absence (e.g. vacation, leave), the Dept ID Owner must delegate to another Dept ID Owner to authorize expenditure and accounts payable transactions on his or her behalf and reflect that delegation in Financials & Supply Chain Management (FSCM).

3.2.2 Employees who are in a limited term "acting" status as a Dept ID Owner within PeopleSoft HCM will temporarily assume the role of the Dept ID Owner, including authority and accountability for approval of expenditure and accounts payable transactions.

3.2.3 Employees reviewing and approving invoices through AP Workflow are required to complete the online training through eLearning.

### 3.3. Purchases for Multiple Dept IDs

- 3.3.1. Invoices may be allocated to more than one Dept ID number with one Dept ID approving the invoice for expenditure.

## 4.0 Invoices and Supporting Documentation

### 4.1. POs

- 4.1.1. Invoices for Distribute by Quantity (DBQ) purchase orders (POs) should be sent directly to the [APIInvoices@calgary.ca](mailto:APIInvoices@calgary.ca). These invoices are paid based on the PO, the invoice and receipt of goods and do not require Dept ID Owner approval.
- 4.1.2. Invoices for Distribute by Amount (DBA) purchase orders (POs) should be sent directly to the [APIInvoices@calgary.ca](mailto:APIInvoices@calgary.ca). These invoices require electronic approval through AP Workflow.
- 4.1.3. For construction contract invoices, the business unit must attach or upload the required supporting documentation in Accounts Payable Workflow:
  - i. A Worker's Compensation Board (WCB) Clearance letter, bearing the same date as, or a later date than the invoice, confirming an account in-good-standing;
  - ii. A completed progress certificate, including a calculation of the amount of holdback to be deducted or a copy of the letter of credit or holdback bond;
  - iii. An X700 statutory declaration, for the second payment and any payments thereafter; and
  - iv. In addition, for construction holdback release invoices, either an X708 Construction Completion Certificate (CCC) stating the date of completion or an X707 Substantial Completion Certificate (SCC) must be attached.
- 4.1.4. All supporting contract administration (X700 series) forms must be as per the approved City of Calgary templates and these are available on the myCity website from the Supply Management webpage:
  - i. The business unit is responsible for ensuring the right forms are attached as supporting documentation with the invoice in FSCM and may be subject to further audits.

4.1.5. For Evaluated Receipt Settlement (ERS) contracts, payment is made based on approved pricing on the PO and confirmation of receipt of goods or services. Price lists are established and maintained by Supply Management.

#### **4.2. Non-PO Payments**

4.2.1. Payments for goods and services that do not require a purchase order may be processed by submitting an invoice to Accounts Payable or using the current version of the Non-PO Payment Request (Form X150). Documents originating in the business units or from suppliers should be sent directly to [APInvoices@calgary.ca](mailto:APInvoices@calgary.ca). These invoices require electronic approval through AP Workflow. The supplier invoice or documentation that supports the payee name, address, amount, and reason for payment must be attached to the Non-PO Payment Request (Form X150). A minimum of the Dept ID number is required for processing.

4.2.2. Invoices submitted as a system interface after voucher creation must be validated for accuracy by the originating business unit and are considered pre-approved.

### **5.0 Changes to Source Documents**

5.1. Changes to the payee name(s) on source documents are not permitted.

5.2. A new invoice must be provided by the supplier for any changes to invoice amounts.

### **6.0 Payment Methods**

#### **6.1. Payment Timing and Discounts**

6.1.1. Invoices submitted to The City will be paid after approval, receipt of goods or services have been verified if applicable, sufficient funds available on the PO if applicable, and payment terms are met.

6.1.2. The City utilizes discounts for prompt payment whenever possible.

6.1.3. Discounts will be taken only after criteria are met in Section 6.1.1 above.

#### **6.2. Electronic Funds Transfer**

##### **6.2.1. General**

- i. Electronic Funds Transfers (EFTs) are processed by Accounts Payable based on the information contained in the Supplier Direct Deposit Enrolment/Change Application (F2347).

- ii. EFTs are paid only in Canadian dollars to suppliers with banks within Canada.
- iii. EFTs are subject to payment controls established through FSCM.

#### 6.2.2. Enrolment

- i. To be enrolled in The City's EFT program, a supplier must submit a Supplier Direct Deposit Enrolment/Change Application (F2347) to Accounts Payable.
- ii. The Supplier Direct Deposit Enrolment/Change Application is processed by Accounts Payable Records Management and Supplier Analyst and must be approved by the Accounts Payable Supplier Services Team Lead.

### 6.3. Cheques

#### 6.3.1. Signing Authority for Cheques

6.3.1.1. To be valid, a cheque must be signed by a Signing Officer designated under The City's Banking Resolution. The following positions are designated as Signing Officers:

- i. The Mayor
- ii. Chief Financial Officer
- iii. City Treasurer
- iv. Deputy City Treasurer

6.3.1.2 A cheque may not be authorized for more than \$25,000,000 Canadian Dollars.

#### 6.3.2. Release of Cheques by Accounts Payable

6.3.2.1 Cheques will be mailed directly to the payee.

6.3.2.1 In exceptional circumstances, business units may make other arrangements with Accounts Payable.

6.3.2.1 Undeliverable cheques are returned to Accounts Payable by Canada Post or the business unit. Arrangements for re-release of undeliverable cheques are coordinated by Accounts Payable.

#### 6.3.3. Attachments to Cheques

- 6.3.3.1 Any documentation required to be attached to the cheque must be indicated by the originating business unit.
  - 6.3.3.2 Accounts Payable will forward the attachment with the cheque.
  - 6.3.3.3 Attachments are not applicable to payments made by EFT or Wire Transfer
- 6.3.4. Express Cheques
- 6.3.4.1 An express cheque is a request for a cheque to be produced outside of the normal payment run schedule. It is available under limited circumstances and requested using a Special Request for Express Cheque/Electronic Funds Transfer/Bank Draft Form (X 212).
  - 6.3.4.2 Express cheque requests require prior approval by Accounts Payable.
  - 6.3.4.3 Accounts Payable requires 48 hours from receipt of authorized source documents to produce an express cheque. 72 hours are required for a cheque denominated in foreign currency.
  - 6.3.4.4 Prior to issuing an express cheque that exceeds \$1,000, Accounts Payable will notify Corporate Billing and Accounts Receivable to ensure there are no outstanding amounts owed to The City.
  - 6.3.4.5 To ensure cash flow requirements are met, Accounts Payable must notify Treasury upon receipt of an express cheque request in excess of \$500,000 Canadian dollars, any amount denominated in American dollars, or any other foreign currency that is not hedged.
- 6.3.5. Stale-Dated Cheques
- 6.3.5.1 When stale-dated cheques are returned by the payee, Accounts Payable will verify that the cheque is still outstanding and, if so, will re-issue the payment accordingly.
- 6.3.6. Write-offs of Outstanding Cheques
- 6.3.6.1 Business units will be advised by Accounts Payable of write-off of any cheque over \$5,000.
- 6.3.7. Stop Payment on Cheques
- 6.3.7.1 Should a stop-payment request be made by a business unit after a cheque has been released, or should a payee advise that a cheque has been lost or stolen, Accounts Payable will:

- i. Confirm that the cheque has not been cashed;
- ii. Issue a stop payment, then cancel cheque; and
- iii. After a designated waiting period, either cancel the cheque or replace the original cheque, if required.

#### 6.3.8. Cancellation of Cheques

6.3.8.1 Business units requesting a cheque cancellation for any reason must provide an explanation for the cancellation, and return the cheque, after removing and destroying the signature from the cheque if in their possession, to Accounts Payable for cancellation.

#### 6.3.9. Replacement of Cheques

6.3.9.1 If a cheque is to be replaced for any reason, the original cheque must be cancelled and an explanation for cancellation must be provided.

6.3.10. All returned cheques must be forwarded to Accounts Payable.

### 6.4 **Wire Transfers**

#### 6.4.1. General

6.4.1.1 Any wire transfer requires approval by authorized personnel within Accounts Payable or Treasury.

6.4.1.2 Accounts Payable requires 72 hours' notice for a wire transfer.

6.4.1.3 Accounts Payable must notify Treasury when a wire transfer is requested which meets the notification criteria as prescribed in Section 5.2.4.e of these supporting procedures.

#### 6.4.2 Transaction Limits

6.4.2.1 Wire transfers are subject to transaction limits established with The City's designated bank. Any request for exception to these transaction limits requires review and approval by Treasury.

### 6.5 **Corporate Credit Card**

6.5.1 The Corporate Credit Card is the preferred method of payment for conducting official business on behalf of The City for goods and services under \$5,000 including GST. No transaction should be split into multiple transactions in order to remain under the \$5,000 threshold.



## **6.6 Corporate Fuel Card**

6.6.1 The Corporate Fuel Card is only to be used for City-owned, leased and rental vehicles for business requirements when City fuel sites are not readily accessible.

## **7.0 Right of Set Off**

7.1 If a payee owes money to The City, these funds may be deducted from any payments issued by AP.

7.2 Set-offs must be authorized by the originating business unit and be reviewed by AP.

## **8.0 Third Party Demands**

8.1 Third-party demands are legal requests made by external parties for funds to be deducted from payments issued to a debtor by The City. Third-party demands must be immediately forwarded to AP for review and processing.

## **9.0 Payments to Non-residents Requiring a Withholding Tax**

9.1 Canada's *Income Tax Act* requires withholding of tax on certain payments made to non-residents of Canada. Fees, commissions, and other amounts paid or allocated in respect of a services provided in Canada by a non-resident person (individuals, corporations, etc) who is not in regular and continuous employment in Canada, are subject to non-resident withholding tax (NRWT) at a rate of 15%. Travel expenses are also subject to the 15% NRWT unless original receipts for the expenses are provided and directly reimbursed as part of the payment.

9.2 NRWT is waived on travel within Canada only, of up to \$100CAD/day accommodation and up to \$45CAD/day for meals without receipts.

9.3 NRWT can be waived on the payment of services and expenses if the non-resident has applied for and received a Waiver from Canada Revenue Agency prior to working in Canada.

9.4 NRWT will be reviewed for compliance by the Accounts Payable Division of the Finance business unit. For further information on Withholding Tax, please contact Accounts Payable.

## **10.0 SOURCE DOCUMENTS AND SUPPLIER FILES**

### **10.1 Records Retention**

10.1.1 Accounts Payable retains all accounts payable source documents in accordance with The City's Corporate Records Classification and Retention Schedule.

- 10.1.2 The majority of accounts payable source documents (e.g. invoices, corporate credit card statements, expense reports, Non-PO payment requests and related supporting documentation) are imaged and stored electronically in accordance with the “Imaging Procedures Manual for The City of Calgary’s Accounts Payable Documents”.
- 10.1.3 The method of retention for some types of source documents is paper records (e.g. petty cash forms and receipts).

**10.2 Supplier Files**

- 10.2.1 Accounts Payable is responsible for the maintenance of The City’s supplier master file.
- 10.2.2 Only Accounts Payable Records Management and Supplier Analysts may edit the master file, including making changes, additions or removals from the supplier list.
- 10.2.3 Requests for edits to the supplier file may only be made upon request by authorized personnel within Supply Management using a Supplier Setup and Maintenance Form (F2372).
- 10.2.4 To ensure segregation of duties, Accounts Payable Records Management and Supplier Analysts must not complete invoice data or process payments.

**11.0 Revision History**

Revision date	Description
2021 January 19	<p>The new supporting procedures for Transactions and Payments</p> <p>The policy FA-010 is a new policy and it defines the business rules for accounts payable transactions and payments, including invoices, CCC, CFC and reimbursement of Employee Business Expense.</p> <p>The new policy FA-010 replaces FA-011 (Reimbursement of Employee Business Expenses); FA-013 (Commercial Fuel Card) and FA-016 (Accounts Payable Corporate Credit Card).</p>
2019 May 09	<p>Reviewed and updated: This policy FA-010 combines Reimbursement of Meal and Hosting Expenses (FA-048) and Reimbursement of Employee Travel, Vehicle, Parking, Insurance, Petty Cash</p>

**12.0 Supporting References and Resources**

**12.1 References to related corporate-wide procedures, forms and resources**

- Corporate Records Classification and Retention Schedule
- Imaging Procedures Manual for The City of Calgary’s Accounts Payable Documents

- Non-PO Payment Request (Form X150)
- Special Request For Express Cheque/Electronic Funds Transfer (EFT)/Wire Transfer (Form X212)
- Accounts Payable Workflow Completers, Reviewers and Dept ID Owner Guide
- Business Unit Administrator Guide
- Supplier Direct Deposit Enrolment/Change Form (F2347)
- Supplier Setup and Maintenance Form (F2372)
- Quick Reference Guide for Supplier Invoices and Payments
- Supporting Procedures for the Corporate Credit Card Program
- Quick Reference Guide for Corporate Credit Cards
- Supporting Procedure for Reimbursement of Employee Business Expenses
- Quick Reference Guide for Employee Reimbursement
- Supporting Procedures for Corporate Fuel Card
- Standard General Conditions 2018, Article 10, Payment for Work

## **12.2 References to related bylaws and policies**

- Accounts Payable Policy (FA-010)
- Code of Conduct (HR-LR-005)
- Procurement Policy
- Supplier Code of Conduct

## **12.3 Other references and resources**

- Income Tax Act
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- United States – Mexico – Canada Free Trade Agreement (USMCA)
- Canada – European Union Comprehensive Economic and Trade Agreement (CETA)
- Freedom of Information and Protection of Privacy Act

**SCHEDULE “C” –  
Supporting Procedures for the Corporate Credit Card**

**1.0 Information**

- 1.1 These procedures are issued by Finance as a companion to, and under the authority of, the Accounts Payable Policy (FA-010).
- 1.2 All Cardholders and Dept ID Owners must comply with these procedures. Non-compliance with these procedures is considered non-compliance with the Accounts Payable Policy (FA-010) and may result in disciplinary action and refunding the City of Calgary (“the City”) for the expenses.
- 1.3 The Corporate Credit Card (CCC) is the preferred method of payment for goods and services under \$5,000, including GST, where no purchase order exists. Splitting of a single transaction into multiple transactions in order to remain under the \$5,000 threshold is prohibited.
- 1.4 The CCC shall only be used for business related expenses.
- 1.5 Certain goods and services are restricted and cannot be purchased by CCC, except under an approved business case. A list of restricted goods and services can be found in the Quick Reference Guide for CCC.
- 1.6 The CCC shall not be used for payment for services completed in Canada by a non-resident. Non-compliance will result in the business unit having to reimburse the Canada Revenue Agency for the missing withholding tax. For further information, contact CCCAdmin@calgary.ca.
- 1.7 The CCC shall not be used for expenses not permitted as per Accounts Payable Policy, any supporting procedures, or any other City policy.
- 1.8 The CCC is not transferable and may only be used by the individual whose name appears on the card.
- 1.9 Employees shall not approve their own transactions.
- 1.10 Approvers may not approve Employee Business Expenses that they have participated in or instruct Cardholders to incur such expenses on the Approver’s behalf.
  - a. If an Approver is involved in an Employee Business Expense, that expense may only be approved by the Approver’s Dept ID Owner or a Dept ID Owner at least one level higher in the reporting structure.
- 1.11 The CCC shall not be used in conjunction with any loyalty programs or reward memberships that result in personal gain for the Cardholder.
- 1.12 The CCC must be surrendered upon request from the Cardholder’s Approver, Finance, Supply Management, the Cardholder’s senior management or the BMO Financial Group.

- 1.13 If Cardholders are uncertain whether a purchase will be compliant with the Corporate Policies they must consult their Approver, or their CCC Administrator by emailing CCCAdmin@calgary.ca.
- 1.14 Cardholders shall consult The City's Contracted & Source Vendor Search on MyCity and use contracted suppliers whenever practical when making purchases with the CCC.

## 2.0 Definitions

- a. **"Approver"** means the Dept ID Owner to whom the cardholder reports.
- b. **"BMO Spend Dynamics"** means the web-based application provided by BMO Financial Group for the management of cardholder information and CCC transactions.
- c. **"Cardholder"** means the specific individual whose name appears on the CCC.
- d. **"Corporate Credit Card (CCC)"** means the BMO Financial Group Corporate MasterCard that is issued to an employee on behalf of The City.
- e. **"Dept ID Owner"** means a position in The City that has the responsibility to manage both people and a budget (e.g. managers, directors, general managers, leaders).
- f. **"Employee Business Expenses"** means expenses governed under the Supporting Procedures for Reimbursement of Employee Business Expenses.
- g. **"Hosting expense"** means a reasonable expense for organizing or conducting a business-related event (including the cost of food and non-alcoholic beverages) of two or more, including City staff, elected officials or non-City individuals, which contributes to the quality of life in the community now and into the future and adheres to all City policies. For further details refer to Supporting Procedures for Reimbursement of Employee Business Expenses.
- h. **"Misuse"** means unauthorized or inappropriate use of the CCC, card number, expiry date, CVC code or PIN by the employee to whom the card is issued.
- i. **"Reasonable expense"** means an expense that demonstrates prudence, good judgement, moderation and is defensible to an impartial observer or citizen of Calgary.

## 3.0 Lost or Stolen Corporate Credit Cards

- 3.1 Cardholders are to take all reasonable measures to secure the CCC, including the card number, expiry date, Card Verification Code (CVC) and personal identification number (PIN), in order to safeguard it from loss, theft, or unauthorized use.
- 3.2 Cardholders shall not write down or share their card number, expiry date, CVC code or PIN.

- 3.3 If a CCC is lost or stolen, Cardholders must immediately contact BMO Financial Group to cancel the card. Cardholders shall also inform their Credit Card Administrator of their lost card by emailing CCCAdmin@calgary.ca.

#### **4.0 Dispute of Transactions**

- 4.1 In the event of a discrepancy, Cardholders are responsible for disputing the transaction with the merchant or BMO Financial Group.
  - 4.1.1. If the dispute is related to price or quantity on a known transaction, the Cardholder shall contact the merchant to resolve the dispute.
  - 4.1.2 If there is a transaction the Cardholder does not recognize, the Cardholder must contact BMO Financial Group immediately to report the incident.
- 4.2 Cardholders are responsible for documenting and following up on any disputed transactions immediately to ensure all applicable credits are applied to their accounts.

#### **5.0 Suspension or Cancellation of Corporate Credit Cards**

- 5.1 A CCC must be cancelled by contacting Accounts Payable if it is no longer required, if the Cardholder moves to a position in another business unit, or if the Cardholder is no longer employed by The City; refer to the City's Employee Departure/Transfer Checklist.
- 5.2 A new application is required when an employee moves to a new position within the same business unit. If the CCC is no longer required in their new position, then the CCC must be cancelled.
- 5.3 A CCC must be suspended by contacting Accounts Payable if the Cardholder is suspended, takes an extended leave of absence or is temporarily seconded to a position in another business unit or to a position that does not require the use of the CCC.
- 5.4 Accounts Payable is authorized to cancel any CCC at any time in the case of misuse or non-compliance with City policies.
- 5.5 Upon card cancellation or suspension, the Cardholder must surrender their CCC to their Approver. The Approver would be required to shred the card and dispose of it at their location or send it to Accounts Payable.

#### **6.0 Changes to Cardholder and Approver Information**

- 6.1 Cardholders must notify their Credit Card Administrator by emailing CCCAdmin@calgary.ca if there are any changes to their business unit, legal name, default coding or other relevant Cardholder information. Cardholders must copy their Approver on this email.

## **7.0 Issuing a Corporate Credit Card: Eligibility**

- 7.1 CCCs may be issued only to City employees and to elected officials and their staff who have an active City email account.
- 7.2 Prospective Cardholders are eligible to receive a CCC only if they meet the following requirements:
  - 7.2.1 To be considered an employee, the prospective Cardholder must have a valid City Employee ID number and a status of "Active" in PeopleSoft HCM.
  - 7.2.2 To be considered an elected official, the prospective Cardholder must be a Councillor or Chief Elected Official of The City of Calgary, as defined by the Municipal Government Act.
  - 7.2.3 To be considered the staff of an elected official, the prospective Cardholder must be directly employed by an individual who qualifies under section 7.2.2.

## **8.0 Corporate Credit Card Application Process**

- 8.1 Procedures for submission of CCC applications:
  - 8.1.1 In order to request a CCC, the prospective Cardholder must complete a Corporate Credit Card Application Form (Form X229) and submit it, upon approval by the prospective Cardholder's Approver, to Accounts Payable for approval.
  - 8.1.2 Only the employee's Approver who is a Dept ID-owner, or a higher-ranking Dept ID Owner within the same reporting structure, is permitted to approve the Application.
  - 8.1.3 To be considered for approval, the Application must be complete and signed by both the prospective Cardholder and the prospective Cardholder's Approver.
  - 8.1.4 Accounts Payable shall only approve applications where a legitimate business need for a CCC exists and can be demonstrated.

## **9.0 Obtaining a Corporate Credit Card**

- 9.1 Once Accounts Payable has approved the Application, the Account Administrator will set up the Cardholder's account on BMO Spend Dynamics and order the Cardholder's new CCC.
- 9.2 Cardholders must obtain Corporate Credit Card Training and sign an Employee Acknowledgement of Cardholder Responsibilities and Obligations Form (Form X530) before they can receive a new CCC.

- 9.3 Accounts Payable shall distribute CCCs only to Cardholders that have met the eligibility and approval requirements in Sections 8.0 of this procedure.

## **10.0 Corporate Credit Card Usage Limits**

- 10.1 The standard corporate credit card limits are:
- i. \$1,000 single transaction limit with \$5,000 monthly credit limit.
  - ii. \$3,000 single transaction limit with \$15,000 monthly credit limit.
  - iii. \$5,000 single transaction limit with \$25,000 monthly credit limit.
  - iv. \$5,000 single transaction limit with \$50,000 monthly credit limit.
- 10.2 Maximum limits are in Canadian funds and include GST and any other applicable taxes and fees.
- 10.3 Approvers may request Accounts Payable to change their Cardholder's limits to any of the above-listed standard limits list via email to [ccadmin@calgary.ca](mailto:ccadmin@calgary.ca).
- 10.4 Cardholders shall not split, permit to be split or cause to be split any single transaction into multiple transactions so as to circumvent these or any other usage limitations. Doing so will result in the investigation and reporting to Procurement Irregularities and Corporate Security.

## **11.0 Business Case for increased spending limits and authority to purchase goods or services with the CCC that are normally restricted.**

- 11.1 Any additional purchasing authority granted shall be based upon a business case approved by Supply Management, using the Corporate Credit Card Business Case for Exception Form (BCE Form - Form X528).
- 11.1.1 Exceptions may include:
- a. A single transaction limit greater than \$5,000;
  - b. A monthly credit limit greater than \$50,000;
  - c. Authority to purchase goods or services with the CCC that are normally restricted by City policies, such as computer hardware.
- 11.1.2. To be considered for approval, the BCE Form must be complete and provide all required details. The requestor must include documentation explaining why The City's standard purchase process does not meet the BU's needs.
- 11.1.3 The level of approval for a business case exception within Supply Management varies based on the requested single-transaction and monthly credit limits. Refer to Appendix A for additional details.



11.1.4 Cardholders with an approved Business Case for Exception shall utilize their extended authority only in accordance with the terms and conditions of their agreed-upon business case and any relevant instructions from Supply Management.

11.2 In exceptional circumstances, Accounts Payable may approve a request from a cardholder and approver for a one-time, single or monthly transaction limit increase.

## **12.0 Corporate Credit Card Supporting Documentation**

12.1 Each transaction must be supported by an original detailed receipt (or receipts) itemizing what was purchased, for or by who, and on what date. If applicable, the invoice must be submitted as well. Packing slips, order acknowledgements or shipping lists are not detailed receipts and will not be accepted as such. If available, the MasterCard slip must also be submitted.

12.1.1 If a detailed receipt is lost, the Cardholder must attempt to obtain a duplicate receipt from the merchant.

12.1.2 If a detailed receipt cannot be obtained from the merchant, the Cardholder must complete a Missing Receipt Acknowledgement Form (Form X529). This form must be approved by the Cardholder's Approver and be submitted in the Envelope in lieu of the missing detailed receipt.

12.1.3 A separate Missing Receipt Acknowledgement Form (Form X529) must be completed and submitted for each transaction that is missing a receipt.

12.1.4 If a parking receipt is not available, the cardholder may provide the purpose and location of the parking in the description field of Spend Dynamics in lieu of submitting Form X529.

12.2 If a transaction is for hosting, ensure that the amounts are reasonable. Maximum tip amount is 20%. If tip is automatically included, no additional tip is allowed. Documentation must include:

12.2.1 Detailed receipt showing items purchased

12.2.2 List of attendees and business represented if non-City

12.2.3 Business reason for hosting.

12.3 If a transaction is for a service, the Letter of Contract must also be attached.

12.4 Cardholders must ensure that no personal information, including but not limited to, home address, full credit card number, and card expiry date. Personal information must be redacted prior to submission of supporting documentation.

## **13.0 Roles and Responsibilities**

13.1 **Supply Management is responsible for:**

- 13.1.1 Maintaining a Corporate contract management system (Contracted & Source Vendor Search) accessible on the Supply Management webpage on MyCity.
- 13.1.2 Reviewing and approving all submitted Corporate Credit Card Business Case Exceptions.
- 13.1.3 Maintaining and annually reviewing of all Corporate Credit Card Business Cases for Exception documents, and to inform Accounts Payable if a Business Case for Exception is no longer applicable.
- 13.1.4 Providing CCC spend analysis reports upon request.
- 13.1.5 Offering the use of the CCC to City Suppliers, when and where applicable, while ensuring the CCC Program is in compliance with all applicable legislated and policy requirements.
- 13.1.6 Maintaining and making available up-to-date Supply Management policies and procurement practices which provide Cardholders with guidance for low-dollar-value procurements.

**13.2 Accounts Payable is responsible for:**

- 13.2.1 Managing and administrating the Corporate Credit Card Program.
- 13.2.2 Managing the contract with the CCC service provider to ensure acceptable supplier performance.
- 13.2.3 Updating the Supporting Procedures and Quick Reference Guide for the Corporate Credit Card.
- 13.2.4 Although Accounts Payable manages the CCC Program for the Calgary Police Service (CPS), governance, oversight and audit responsibilities for the CCC program for CPS rests with the CPS.  
(60M2021, 2021 September 15)
- 13.2.5 Evaluating CCC application requests.
- 13.2.6 Providing on a monthly basis, the CCC data usage for City and CPS to Supply Management, including weekend transactions.
- 13.2.7 Verifying the cardholder's eligibility as per the requirements in section 8.0 of this Procedure.
- 13.2.8 Assigning purchasing authority and card limits based upon information provided by the business unit on the Application form for new cards.
- 13.2.9 Managing all changes to Cardholder and Approver information.

- 13.2.10 Conveying necessary Cardholder and Approver information changes to BMO Financial Group.
- 13.2.11 Ensuring that all Cardholders are made aware of Accounts Payable Policy and all Supporting Procedures and the location of these documents before they receive their CCCs.
- 13.2.12 Educating employees and Dept ID Owners on the benefits of the CCC, including promoting the use of the CCC as an efficient purchasing method for low-dollar-value procurements within the context of this and other City policies.
- 13.2.13 Assigning any rebates received from the Corporate Credit Card service provider in accordance with the approved annual budget.
- 13.2.14 Maintaining blocking and watch lists for transactions based on merchant category codes.
- 13.2.15 Performing ongoing, risk-based audits of CCC expenses and Statements to ensure that transactions are appropriate, adequately supported, properly approved and compliant with this policy and supporting procedures and other applicable City policies. Accounts Payable shall determine the selection criteria for, and extent of, risk-based audit testing.
- 13.2.16 Monitoring compliance to this policy. High-risk incidents of Cardholder non-compliance shall be reported to the Cardholder's Approver, Procurement Irregularities and Corporate Security.
- 13.2.17 Imaging and retention of all corporate credit card records and receipts. Document imaging is performed in accordance with the "Imaging Procedures Manual for The City of Calgary's Accounts Payable Documents".
- 13.2.18 Communicating information and updates to cardholders and approvers about information related to the CCC program.

**13.3 Approvers are responsible for:**

- 13.3.1 Ensuring that the Cardholder adheres to these Supporting Procedures and all applicable City policies and procedures.
- 13.3.2. Identifying and reporting any misuse, non-compliance or violation of City policy, departmental procedures or The City's Code of Conduct, the Approver must address the issue or violation with the Cardholder. The Approver may contact Human Resources, Corporate Security or Accounts Payable for assistance with CCC non-compliance.

- 13.3.3 Ensuring that all purchases on Statements they to approve meet both of the following criteria:
  - a. They are reasonable, appropriate and compliant with all City policies, The City's Code of Conduct and any relevant departmental procedures; and
  - b. They are accompanied by adequate supporting documentation (see section 13.0 above).
- 13.3.4 Submitting the approved Statement directly to Accounts Payable by the 15th of the month following the statement date. The Approver may not return the Statement to the Cardholder after it has been approved. Only original Dept ID signatures are accepted for approval. Duplicate signatures, such as those produced by rubber stamps or photocopies, are not accepted for approving statements.
- 13.3.5 Designating another Dept ID Owner who is familiar with corporate credit card policies and procedures to act as an Approver in their absence.

**13.4 Cardholders are responsible for:**

- 13.4.1 Ensuring every transaction is a reasonable City expense.
- 13.4.2 Reviewing and approving each transaction on their Statement. In the case of a discrepancy, refer to Section 4.0 of this procedure.
- 13.4.3 Ensuring that each transaction on the Statement is valid and has been coded to the correct accounting distribution. All account code changes are to be processed by the Cardholder.
- 13.4.4 Submitting a completed Corporate Credit Card Statement and Receipt Envelope (Envelope / Form X224) containing a signed and dated Statement and all supporting documentation required by Section 12.0 of this procedure to their Approver by the 10th of the month following the statement date. Printing of the statement must be done after the 26th of the month of the statement period. Only original cardholder signatures are accepted for verification. Duplicate signatures, such as those produced by rubber stamps or photocopies, are not accepted for verifying statements.

**14.0 Revision history**

Revision date	Description
---------------	-------------

2021 January 19	<p>The new supporting procedures for Corporate Credit Card.</p> <p>The policy FA-010 is a new policy and it defines the business rules for accounts payable transactions and payments, including invoices, CCC, CFC and reimbursement of Employee Business Expense.</p> <p>The new policy FA-010 replaces FA-011 (Reimbursement of Employee Business Expenses); FA-013 (Commercial Fuel Card) and FA-016 (Accounts Payable Corporate Credit Card).</p>
2016 June 14	Revision – Transition of Corporate Credit Card Application approval from Supply Management to Accounts Payable.
2016 May 26	Revision of cardholder application and approval process, sections 7.0 through 9.2.
2015 March 24	Added reference to new myCity Contracts Search.
2014 December 5	Edited and updated new sections 12.5 and 13.3.
2013 November 12	Revision – New procedure format. Corporate Credit Card policies combined.

## 15.0 SUPPORTING REFERENCES AND RESOURCES

Please note that some of the items listed below may not be publicly available.

### 15.1 to related corporate-wide procedures, forms and resources

- Quick Reference Guide for Corporate Credit Cards
- Corporate Credit Card webpage
- Corporate Credit Card Application (Form X229)
- Employee Acknowledgement of Cardholder Responsibilities & Obligations (Form X530)
- Missing Receipt Acknowledgement Form (Form X529)
- Corporate Credit Card Statement and Receipt Envelope (Form X224)
- Corporate Credit Card Business Case for Exception (Form X528)
- Imaging Procedures Manual for The City of Calgary's Accounts Payable Documents
- Supply Management webpage – Contracted & Source Vendor Search

### 15.2 References to related Council policies, bylaws and Administration policies

- Accounts Payable Policy (FA-010)
- Code of Conduct Policy (HR-LR-005)
- Procurement Policy
- Supplier Code of Conduct

### 15.3 Other references and resources

- Agreement on Internal Trade (AIT)
- New West Partnership Trade Agreement (NWPTA)
- Canadian Free Trade Agreement (CFTA)
- Canada – European Union Comprehensive Economic and Trade Agreement (CETA).
- Freedom of Information and Protection of Privacy Act

**Appendix A: Approval Requirements for Business Cases**

Scenario	Approval Requirements			
<b>Single transaction limit &gt; \$5,000</b>	Every case	Single transaction limit \$25K or less	Single transaction limit > \$25K	Single transaction limit > \$50K
	Cardholder's Dept ID Owner	CCC Team Leader, Accounts Payable <u>AND</u> Procurement Leaders	Finance Leader, Accounts Payable <u>AND</u> Procurement Leaders	Finance Manager, TRaP <u>AND</u> Director, Supply Management
<b>Monthly credit limit &gt; \$50,000</b>	Every case	Monthly credit limit \$100K or less	Monthly credit limit > \$100K	Monthly credit limit > \$300K
	Cardholder's Dept ID Owner	CCC Team Leader, Accounts Payable <u>AND</u> Procurement Leaders,	Finance Leader, Accounts Payable <u>AND</u> Procurement Leaders	Finance Manager, TRaP <u>AND</u> Director, Supply Management

**SCHEDULE "D" –  
Supporting Procedures for the Reimbursement of Employee Business Expenses**

**1.0 Information**

- 1.1 These procedures are issued by Finance as a companion to, and under the authority of the Accounts Payable Policy (FA-010).
- 1.2 All City employees must comply with these procedures. Non-compliance with these procedures is considered non-compliance with the Accounts Payable Policy (FA-010) and may result in disciplinary action.

## 2.0 Definitions

- a. **“Cannabis or cannabis accessories”** are as defined by the *Cannabis Act* of Canada.
- b. **“Corporate Event”** means a corporate-sanctioned event that typically involves multiple departments or business units.
- c. **“Dept ID Owner”** means a City employee responsible for managing people and budget (e.g. managers, directors, general managers, leaders).
- d. **“Hosting expense”** means a reasonable expense for organizing or conducting a business-related event (including the cost of food and non-alcoholic beverages) of two or more, including City staff, elected officials or non-City individuals, which contributes to the quality of life in the community now and into the future and adheres to all City policies.
- e. **“Reasonable expense”** means an expense that demonstrates prudence, good judgement, moderation and is defensible to an impartial observer or citizen of Calgary.

## 3.0 Payment for Employee Business Expenses

- 3.1 The City will only pay for business expenses that are approved (see Section 4.0 of these procedures) and are supported by adequate supporting documentation (see Section 6.0 of these procedures).
- 3.2 City employees may not receive personal financial benefits, such as reward program points or rebates, from City-paid business expenses. Refer to the Conflict of Interest Policy.
- 3.3 The City’s preferred method of payment for Employee Business Expenses is the Corporate Credit Card.
- 3.4 Employee Business Expenses paid directly by Corporate Credit Card must also follow the Supporting Procedures for Corporate Credit Card.
- 3.5 Under limited situations an Expense Report (X-76) may be used.
  - 3.5.1 In order to submit a claim for an expense reimbursement by Expense Report, the employee must submit an approved Expense Report Form (X 76).
- 3.6 Under exceptional circumstances, reimbursement requests may also be made using a Request for Reimbursement from Petty Cash form (X 91).
  - 3.6.1 Reimbursements from Petty Cash may only be claimed for expenses of \$100 or less, including GST.
  - 3.6.2 In order to submit a claim for an expense reimbursement from Petty Cash, the employee must submit a completed and approved Request for Reimbursement from Petty Cash form (X 91).

3.7 Expense reimbursements shall be issued only in Canadian dollars.

#### **4.0 Types of Business Expenses**

4.1 Business expenses include, but are not limited to, the following:

- a. Meal and hosting expenses, including those from meetings, events and corporate functions;
- b. Business travel expenses, including accommodation, transportation and out-of-town meals;
- c. Employee development expenses, including courses, conferences, seminars, education and training (see also the HR Guidelines for External Learning Activity Support);
- d. Subscriptions to technical, trade and other business-related publications; and
- e. Certain employee recognition expenses incurred as a part of The City's Corporate Recognition Program are subject to the Corporate Recognition Program Policy (HR-035).

#### **5.0 Dept ID Owner Responsibilities**

- 5.1 Dept ID Owners are responsible for ensuring that their staff are aware of and adhere to this and all other applicable City policies and procedures when incurring expenses.
- 5.2 Dept ID Owners shall ensure that expenses are reasonable, have adequate supporting documentation (see Section 6.0 below), are compliant with City policies and procedures, and are within approved budgets.
- 5.3 Where multiple employees are involved in an expense, expenses may be approved only by a Dept ID Owner who is of a higher rank than the highest-ranking employee involved. The only exception is for food and beverage services supplied for regular business meetings to be held at City of Calgary worksites. Refer to Section 7.1 of these procedures for additional information.

#### **6.0 Supporting Documentation**

- 6.1 No expense shall be paid or reimbursed unless it is supported by adequate supporting documentation.
- 6.2 Adequate supporting documentation for employee business expenses consists of an original, detailed receipt that itemizes and identifies what was purchased, the date it was purchased plus any other documentation or information specified in this procedure. A credit card payment slip on its own is not considered to be sufficient documentation.



- 6.2.1 Employees must provide a description when a receipt does not provide an adequate description of the transaction.
- 6.3 If a detailed receipt is lost or becomes unavailable, the employee must attempt to obtain a duplicate receipt from the merchant. If a detailed receipt cannot be obtained from the merchant, a valid Missing Receipt Acknowledgement (X 529) must be submitted in its place.
- 6.4 For expenses pertaining to meals, hosting or any other events where food or drinks may be served, the employee must clearly state in writing that the lost receipt did not include any alcohol expenses. Please refer to section 7.3.
- 6.5 If an expense has been incurred on behalf of another employee, the supporting documentation must clearly state the name of the benefiting employee.
- 6.6 Additional supporting information is required for meal and hosting expenses and for travel expenses. Please refer to sections 7.5 and 8.10 of this procedure for additional details.

## **7.0 Meal and Hosting Expenses**

- 7.1 Expenses for food and beverage services that occur entirely within a City workplace may be approved by any Dept ID Owner from the business unit that incurred the expense.
- 7.2 Expenses incurred outside of a City workplace must be incurred by the highest-ranking employee present at the meal or event, and may only be approved by that employee's Dept ID Owner or, if that is not possible, a Dept ID Owner who is of a higher rank than the highest-ranking employee present.
- 7.3 Alcohol, tobacco and cannabis expenses, including expenses for the purchase of tobacco and cannabis accessories, are not permitted.
  - 7.31 City funds may be used to purchase tobacco and tobacco accessories for use in Indigenous ceremonial and reconciliation activities with the approval of a Director, General Manager or the City Manager.
- 7.4 The maximum gratuity payable by The City is 20% (twenty percent). If an automatic gratuity is charged, no additional gratuity will be paid by The City.
- 7.5 Meal and hosting expenses require additional supporting documentation as follows:
  - 7.5.1 A complete list of attendees to the meal or hosted event;
  - 7.5.2 The name of the corporation of any attendee who is not a City employee; and
  - 7.5.3 The business reason for the expenditure.

- 7.6 The maximum meal allowance is limited to \$85.00 per day, including tax and tip, with limitations as follows:
- a. Breakfast - \$20.00
  - b. Lunch - \$25.00
  - c. Dinner - \$40.00
- All detailed receipts must be submitted.
- 7.7 When attending a conference or seminar, a detailed agenda must also be submitted with the expense claim. Where meal(s) are included at an event, the same meal(s) may not be claimed as expenses and the maximum limits must be adjusted to take this into account.
- 7.8 The City provides for the purchase or reimbursement of reasonable meal expenses for staff who have been directed to attend meetings or remain working outside of regular hours at times that would typically involve a meal break. The same meal allowance limits indicated in 7.6 above apply.

## **8.0 Travel Expenses**

- 8.1 Employees may not engage in out-of-town business travel unless it is pre-approved by their Dept ID Owner.
- 8.1.1 Dept ID Owners may not approve their own travel.
- 8.2 Meal and hosting expenses incurred while travelling follow the same requirements as those incurred in Calgary. Refer to section 7.0 of these procedures for additional information.
- 8.3 The City will only pay for business-related travel expenses.
- 8.3.1 If combining personal travel with business travel, employees are responsible for all incremental costs associated with any personal components of the trip.
  - 8.3.2 Employees are responsible for any incremental costs associated with adding any accompanying family members or other passengers.
  - 8.3.3 Personal and incremental expenditures are to be segregated from City expenses by using a personal payment method to avoid the need for reimbursement.
- 8.4 All air travel must be booked with The City's preferred travel provider and paid by Corporate Credit Card.
- 8.4.1 Employees are expected to contact The City's preferred travel provider as soon as possible after their travel request is approved by their Dept ID Owner.

- 8.4.2 In the event that no economy-class airfare is available, employees shall select the least expensive option that meets business requirements.
- 8.5 Employees shall take all reasonable efforts to minimize the cost of travel.
  - 8.5.1 Employees must not purchase any travel option more expensive than economy-class airfare plus taxi or ride-sharing fees.
- 8.6 City employees shall not accept gratuitous travel at the expense of a third party, as this may be construed as placing an employee under an obligation or in a real or apparent conflict of interest.
  - 8.6.1 Employees may accept travel at the expense of a third party only under the following circumstances:
    - a. The travel is for a legitimate municipal or professional purpose;
    - b. The travelling conditions are reasonable, appropriate, and consistent with the expectations held of City employees; and
    - c. The travel has been pre-approved by the employee's Director.
  - 8.6.2 Refer to the Conflict of Interest policy (HR-LR-004) for additional information.
- 8.7 Employees may be reimbursed for the use of a personal vehicle for travel. Refer to section 10.0 of this procedure for further information.
- 8.8 Employees on business travel outside of the Calgary area may rent a motor vehicle (limited to economy or compact). Certain insurance requirements will apply; for additional information, refer to the Automobile Insurance FAQs and Vehicle Rental Information document produced by the Risk Management & Claims Division. If a car rental is required when travelling out of town, the car rental is to be booked with The City's preferred travel provider.
- 8.9 Employees shall take all reasonable efforts to minimize the cost of accommodations.
  - 8.9.1 Accommodation expenses are claimable only on single-occupancy rates.
  - 8.9.2 Employees shall request the Federal Government Rate when booking accommodation, unless a cheaper rate is available.
- 8.10 Travel expenses require additional supporting documentation as follows:
  - 8.10.1 The detailed receipt must show a breakdown of the expense sufficient to establish the amounts paid for the primary service (e.g. airfare, room fees) and any other expenses (e.g. fees, taxes, meals or communications packages).

## **9.0 Honouring City Employees**

- 9.1 The City recognizes the work our employees do to make life better every day for Calgarians and each other as well as their years of service through the Corporate Recognition Program.
- 9.2 Recognition is given for service milestones, long-service retirees, and employees who contribute to the achievement of organizational objectives or provide outstanding performance. Refer to the Corporate Recognition Program Policy (HR-035) or the Corporate Recognition Program webpage on myCity for additional information.
- 9.3 With the exception of incidental expenses (e.g. coffee, cake), any gifts or entertainment beyond what is allowable as standard, as defined in the Corporate Recognition Program, for employees who are leaving their positions shall not be at City expense.
- 9.4 Expenditures made to recognize City employees for personal life events (such as weddings or births) are not permissible.
  - 9.4.1 City funds may be used to purchase small tokens, such as flowers or a card, in the event of bereavement of an employee due to the loss of an immediate family member.

## **10.0 Car Allowances and Reimbursements**

- 10.1 Employees may be reimbursed for the use of a personal vehicle for business purposes.
  - 10.1.1 Reimbursements for using a personal vehicle for business purposes occur through Human Resources Payroll under the Car Allowance Policy (HR-001).
  - 10.1.2 Employees must have motor vehicle insurance to use their personal vehicle for City business, including travel.
  - 10.1.3 Please refer to the Car Allowance Policy (HR-001) and the Local Travel / Car Allowance Administration Guide for full requirements, which include but are not limited to the following:
    - a. The amount claimed must be less than or equal to the total cost of return economy-class airfare and taxi.
    - b. If two or more employees travel together on City business in one vehicle, only one employee may claim reimbursement for the lesser of mileage or equivalent economy-class airfare and taxi.
    - c. On any City business trip where two or more employees are travelling to the same destination, the use of more than one vehicle is permitted only when authorized by the claiming employee's Dept.ID Owner.

- d. The City does not pay for fuel or other operating expenses for employees' personal vehicles; reimbursement is for distance travelled only.

## **11.0 Parking and Traffic Fines**

- 11.1 City employees shall comply with the provisions of the Employee Parking Policy (GN-031). Reimbursement for parking expenses at City workplaces is acceptable only in exceptional circumstances and shall not be provided on a regular, routine or recurring basis.
- 11.2 City employees may seek reimbursement for parking fines only if the fine was for a meter or hourly parking restriction violation received when the employee was conducting City business and that business rendered the employee unable to return to deposit additional funds or move the vehicle.
- 11.3 The City will not reimburse or pay for penalties incurred for late payment of parking fines or for penalties incurred due to traffic violations, such as speeding tickets.

## **12.0 Items provided under union or association contract**

- 12.1 Items provided to employees under a union or association contract, whether directly or through an allowance, are distributed centrally and shall not be purchased or reimbursed as employee expenditures (e.g., clothing or uniforms provided under a collective agreement).

## **13.0 Policy Enforcement**

- 13.1 The approving Dept ID Owner is the primary monitor to ensure that the employee adheres to this and all other applicable City policies and procedures.
- 13.2 If the approving Dept ID Owner identifies any misuse, non-compliance or violation of City policy, departmental procedures or The City's Code of Conduct, they must address the issue or violation with the employee.
  - 13.2.1 The approving Dept ID Owner may contact Human Resources, Corporate Security or Accounts Payable for assistance with non-compliance.

## **14.0 Exception Procedure**

- 14.1 Business cases requesting an exception must be provided to Accounts Payable with all necessary approvals, rationale for the exception, and adequate supporting documentation in advance of the expenditure. Refer to section 14.2 below.
- 14.2 Director-level or higher approval is required for any exception.
  - 14.2.1 Exceptions that relate to Directors may only be approved by a General Manager or the City Manager. Exceptions that relate to the General

Managers may only be approved by the City Manager. Exceptions that relate to the City Manager may only be approved by the Mayor.

## 15.0 Revision History

2021 January 19	<p>The revised Supporting Procedures for Reimbursement of Employee Business Expenses.</p> <p>The policy FA-010 is a new policy and it defines the business rules for accounts payable transactions and payments, including invoices, CCC, CFC and reimbursement of Employee Business Expense.</p> <p>The new policy FA-010 replaces FA-011 (Reimbursement of Employee Business Expenses); FA-013 (Commercial Fuel Card) and FA-016 (Accounts Payable Corporate Credit Card).</p>
-----------------	--

## 16.0 Supporting References and Resources

Please note that some of the items listed below may not be publicly available.

### 16.1 References to related corporate-wide procedures, forms and resources

- Quick Reference Guide for Employee Reimbursements
- Quick Reference Guide for Corporate Credit Cards
- Expense Report Form, X 76
- Request for Reimbursement from Petty Cash, X 91
- Car Allowance Application / Change, X 96
- Business Travel Car Allowance Log, X 168
- Missing Receipt Acknowledgement, X 529
- Local Travel / Car Allowance Administration Guide
- Hosting of Social Events, Risk Management & Claims Division
- Business Travel Insurance, Risk Management & Claims Division
- Use of Personal Vehicles, Risk Management & Claims Division
- Automobile Insurance FAQs, Risk Management & Claims Division
- Vehicle Rental Information, Risk Management & Claims Division

### 16.2 References to related Council policies, bylaws and administration policies

- Accounts Policy FA-010
- Car Allowance Policy (Administration Policy HR-001)
- Code of Conduct Policy (Administration policy HR-LR-005)
- Conflict of Interest (HR-LR-004)
- Corporate Employee Parking Policy (Administration Policy GN-031)
- Corporate Recognition Program Policy (Administration Policy HR-035)

### 16.3 Other references and resources

- Supply Management “Travel, Accommodation and Car Rentals”
- Corporate Recognition Program