



DF14

EXPENSE REIMBURSEMENTS

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Effective Date: 01 January 1996
Last Reviewed/Revised Date: 15 December 2025*

POLICY

1. Approved expenses incurred by employees during the course of their employment shall be eligible for reimbursement.

REASON FOR POLICY

2. To provide guidelines for reimbursement of expenses incurred by an employee.

PROCEDURES

3. Employees require supervisor authorization prior to incurring any expenses in the course of their employment.
4. Employee expenses related to conferences or courses shall be processed in accordance with respective Collective Agreements and any applicable statutory authority.
5. All requests for reimbursement shall include a receipt for the actual expense.
6. Expenses incurred by the Chief Constable are to be submitted to the Chair of the Police Board or delegate for reimbursement approval.

*Revised Dates:
19 September 2008
16 March 2012