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**AD14**

**EXPENSE REIMBURSEMENTS**

**AD14**

Effective Date: 01 January 1996  
Revised Date 14 March 2012  
Last Reviewed Date: 09 August 2016

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**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 will 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.