



# Member Travel Expense Policy

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## Purpose:

To establish appropriate criteria for submitting and claiming travel expenses for all members of the EPS.

## Statement of Principle:

The City of Edmonton Administrative Directive A1206 (Financial Administration and Control) and associated Employee Business Expenses and Private Vehicle Reimbursement Procedures governing allowable travel expenses for EPS members ensure that the City will reimburse all members for travel expenses while on authorized City business as per its established guidelines.

## Policy Statement:

All EPS members may claim and book business travel in accordance with EPS procedures ensuring that an economical form of accommodation and transportation is maintained at all times.