

SECTION: Finance		POLICY 13.3.0
SUBJECT: Expenses - Approval Requirements		
EFFECTIVE: February 9, 2011	REPLACES: n/a	PAGE: 1 of 2
APPROVED BY: C179-2001 - May 28, 2001 C018-2011 - Feb. 9, 2011	PROCEDURAL UPDATES:	

POLICY STATEMENT:

This policy establishes the guidelines regarding the appropriate levels of authorization for expenditures directly related to staff, in order to ensure effective internal controls.

PURPOSE:

City staff authorize expenditures in carrying out their duties and responsibilities as employees of the City of Brampton. To ensure each expenditure claim meets the appropriate requirements for approval.

SCOPE:

This policy applies to all City of Brampton staff.

PROCEDURE:

From time to time employees incur expenses for which they require personal reimbursement or receive goods or services directly related to their job function such as professional memberships or purchases charged to their Purchasing Card or other credit card issued to an employee. The following approval levels are required.

Reimbursements To and Payments on Behalf Of	Minimum Approval Level Required
Staff up to and including Directors	Employees' supervisor
Executive Directors and Commissioners	Treasurer or Deputy-Treasurer
Commissioner of Financial and Information Services & Treasurer	City Manager
City Manager	Treasurer or Deputy-Treasurer
Staff of the Mayor's Office	Mayor

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ACCOUNTABILITY:

The following steps set out the action to be taken to resolve any disputes that may arise regarding reimbursement and payments. This dispute resolution clause also applies to all other City of Brampton policies that address similar reimbursements and payments.

1. Executive Directors and Commissioners shall resolve disputes arising within their own departments.
2. The Treasurer and/or Deputy-Treasurer resolve disputes that cannot otherwise be resolved.

ADMINISTRATION:

Treasury Services is responsible for keeping this policy up to date

CONTACT:

Treasury Services