EXPENSE REIMBURSEMENT

Background

Division employees who incur expenses in performing their authorized duties shall be reimbursed by the Division. Such expenses must be reasonable and within budgetary allocations for the specific type of expense.

Procedures

1. The Division will reimburse all employees who claim expenses in performing their authorized duties at the approved rate upon submission of a properly completed and approved, expense claim form for expenses associated with the following activities, but not limited to:

    1.1 Meetings of the Division, administration, and committees.

    1.2 Approved Professional Development.

    1.3 Other meetings or activities called or authorized by the Superintendent, Board, or school administrator except Meet the Teacher Night(s) and Parent/Teacher Interviews.

    1.4 Employees are responsible for travel between their residence and their home school or office, and no payment will be made for such travel.

    1.5 The number of kilometres for which the Division will compensate the employee will be the lesser of:

        1.5.1 The return trip to their home school or office, or

        1.5.2 The return trip to their residence.

    1.6 Employees are expected to accurately report kilometers travelled to support the calculation of claims and to travel to and from the activity using the most direct, reasonable route. The Division reserves the right to verify any claim that it considers abnormal if discussion with the employee does not satisfy the Division of the appropriateness of the claims.

2. Employees shall submit all expense claims online through the Division Employee Self Service. No expense claims can be paid through school-generated funds.

3. Fuel claims in lieu of kilometers travelled are not allowed.

4. In the event of mutually agreed to travel reimbursement amounts, the total amount must be converted to kilometers times the kilometer rate (Schedule 514A).

5. Original detailed and itemized receipts shall support all claims and must be attached to expense claim at the time of submission.

6. Notwithstanding the above (5), where detailed and itemized receipts are not provided, Schedule 514A Rates are applied.

7. The Principal, Director, or Secretary Treasurer shall approve their staff's claims.

8. The Superintendent shall approve the Principal's claim.

9. The Superintendent shall approve the Deputy Superintendent, Associate Superintendent, Secretary Treasurer and Director claims.

10. The Board Chair shall approve the Superintendent's claim.

11. The Superintendent, Deputy Superintendent, Associate Superintendent and Secretary Treasurer expense information will be publicly disclosed on the Division website on a bi-monthly basis.

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act