

DIVISION EMPLOYEE EXPENSES

Background

The Division believes that Division Office employees should be reimbursed for expenses incurred during the performance of their duties.

Procedures

1. The Board of Trustees, at its organizational meeting, shall set a per-kilometre rate to compensate Division Office employees for travel required in the performance of their duties.
2. Each employee shall submit a claim for expenses using the prescribed form prepared by the Associate Superintendent (Business Services). The Board shall reimburse the Employee for all out of pocket expenses reasonably and directly incurred by the Employee in the discharge of the Employee's duties provided that such expenses shall only be reimbursed when supported by proper receipts, invoices or vouchers submitted to the Board within forty-five (45) days from the date upon which such expenses are incurred and approved by the Superintendent, or designate.
3. If an employee is travelling directly from home to a site other than Division Office, on school board business, the employee shall claim the shorter distance to that site from (i) the employee's home, or (ii) the Division Office.
4. Division Office employees shall be paid for hotel accommodations, meals, parking fees, taxi fares and provided with a cell phone or a monthly cell phone stipend as determined by the Associate Superintendent (Business Services).
5. Registration fees for attendance at workshops or conventions will be paid if attendance at the workshop or convention is required, expected, or deemed appropriate.

December, 2003

Updates: July, 2008; Jan. 2020, Nov. 2023

References

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