

EXPENSE REIMBURSEMENT

Background

Expense reimbursement for persons acting on behalf of the Division shall be in accordance with the following procedures.

Procedures

1. Travel Allowance

- 1.1 A transportation allowance shall be paid to persons having received prior authorization to travel on Division business.
- 1.2 The allowance for car travel shall be what is currently in force in Administrative Procedure 513 Appendix – Reimbursement Rates.
- 1.3 Except for necessary travel within the Division when one (1) person is involved, the lesser of kilometrage or air fare will be paid.
- 1.4 The transportation allowance may be paid for driving within the town of the claimant's school or office. To ensure staff do not request reimbursement for small or insignificant amounts, the Secretary Treasurer may determine a minimum number of kilometres under this clause to qualify for reimbursement.
- 1.5 Persons traveling by air under this Administrative Procedure may claim expenses for receipted taxi fares or car rental utilized for Division business.
- 1.6 A substitute teacher whose primary residence is more than twenty (20) kilometres from the school at which they provide substitute teaching service shall be paid a transportation allowance at the rate established in clause 1.2 above for the total daily travel distance in excess of forty (40) kilometres. Also refer to Administrative Procedure 460 – Substitute Teachers, Article 12.

2. Subsistence Allowance

- 2.1 A subsistence allowance shall be paid to persons incurring expenses while acting on behalf of the Division with prior approval.
- 2.2 The subsistence allowance shall be paid in accordance with Administrative Procedure 513 Appendix – Reimbursement Rates.
- 2.3 Receipted expenses for meals shall be reimbursed to the maximum of the rate established in Administrative Procedure 513 Appendix – Reimbursement Rates.
- 2.4 Breakfast may be claimed if it is necessary to leave home before 7:30 a.m. Supper may be claimed if it is not possible to return home by 6:30 p.m. It is not necessary to substantiate meal expense claims with receipts.

- 2.5 Meal expense claims will not be paid to persons while on Division business which occurs within the boundaries of the Division unless the staff member is involved in an in-service activity over the supper time period (past 6:30 p.m.).
- 2.6 Meal expense claims will be paid for meals which occur while on Division business outside of the Division boundary.

Adopted/Revised/Reviewed: JUN 2016, FEB 2017/JUNE 2019/NOV 2019/JUL 2023

Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225, Education Act
Section 248L, Canada Tax Act
Canadian Income Tax Regulation 6801