

## **REIMBURSEMENT RATES**

1. Meal Allowances for Travel Outside the Division – effective April 1, 2024.

- 1.1. \$15.00 Breakfast
- 1.2. \$20.00 Lunch
- 1.3. \$30.00 Supper

Alcohol is not a reimbursable expense.

Effective September 1, 2019, the Superintendent of Schools Meal Allowances will be as follows as per the Provincial Superintendent Regulation.

- 1.4. \$9.20 Breakfast
- 1.5. \$11.60 Lunch
- 1.6. \$20.75 Supper

Alcohol is not a reimbursable expense.

2. Mileage Rates

- 2.1. Effective April 1, 2024, the rate is a maximum of \$0.61 per kilometer
- 2.2. Effective September 1, 2019, the Superintendent of Schools kilometrage rate will be \$0.505 per kilometer as per the Provincial Superintendent Regulation.

3. Accommodation in Lieu of Hotel Charges

- 3.1. Effective September 1, 2008, \$25.00 per night
- 3.2. Effective September 1, 2019, the Superintendent of Schools accommodation in lieu of hotel charges will be \$20.15 as per the Provincial Superintendent Regulation.

4. Cell Phone Reimbursement for use of personal cell phone (including other incidental costs such as voice mail, call display, and long-distance charges) provided:

- 4.1. In principle, it is necessary to contact the employee during school or work hours for Division operations and a landline is not feasible.
- 4.2. Manager/supervisor agrees to provide reimbursement of cell phone out of the respective budget for the employee based on assessed need.
- 4.3. For school-based staff, only principals may qualify for reimbursement.
- 4.4. The Secretary-Treasurer or designate must approve reimbursement.
- 4.5. Employee provides cell phone number to the Secretary-Treasurer or designate.
- 4.6. Effective August 1, 2010:

- 4.6.1. Cell Phone Only: \$25.00 per month.
  - 4.6.2. With E-mail: additional \$10.00 per month (must be connected to Division's data network and comply with the security procedures for cell phones).
5. Bus Plug-In
- 5.1. Effective September 1, 2023  
\$3.45 per instructional day for bus drivers using their own electricity for dual bus block heaters, November through March.
6. Bus Washing
- 6.1. Effective August 1, 2013  
\$30.00/month where drivers provide bus washing services at their homes when commercial facilities are not available.
  - 6.2. Represents a minimum of two (2) bus cleanings in a month.
7. Reimbursement for transportation of special needs students by private vehicle provided by employee:
- 7.1. Effective April 1, 2024, \$0.61 per kilometre; daily minimum payment \$7.00

Adopted/Revised/Reviewed: JUN 2016/SEPT 2017/JUN 2019/NOV 2019/JUL 2023/APR 2024

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