

501 Business Services AP – Employee Expense Reimbursement

This policy applies to all employees of the Division.

1. Expenses are defined as costs and allowances incurred by an employee and include transportation, accommodation, meals, and incidentals. Only authorized expenses incurred during the course of Division business will be reimbursed.
2. All employee expense claims may be subject to public scrutiny. Expenses for the Superintendent and Secretary-Treasurer will be posted on the Division's annual financial statement notes.
3. The review and authorization for payment of expense reimbursement claims is delegated as follows:
 - The Board Chairperson shall review the Superintendent's claims
 - The Superintendent shall review the Deputy Superintendent's, Assistant Superintendent's, and Secretary-Treasurer's claims.
 - The Secretary-Treasurer shall review department managers' and principals' claims.
 - All other expense claims will be reviewed by the employee's immediate supervisor.

An employee expense will not be reimbursed until the expense reimbursement claim is reviewed and authorized by the appropriate delegate.

4. Cash advances for travel expenses are allowable only under extenuating circumstances as approved by the Superintendent.
5. Claims must be submitted within 35 days of incurring an expense for Division-related business. Claims received after this period may not be reimbursed. A deadline for submission of expense claims at yearend will be sent out by the Finance Team.
6. Original, detailed receipts must be attached to all claims. Receipts must list all items purchased and include the vendor's GST registration number. Each receipt or employee expense reimbursement form must have documented the reason for the expense (i.e. name, date and location of meeting attended).

An individual's monthly credit card statement is not considered an adequate form of receipt. It must include the invoice and machine slip, when using personal credit cards.

7. Use of division purchasing cards to cover expenses (with the exception of mileage) is permitted, as long as costs are within established expense limits and in accordance with purchasing card guidelines.

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Meals

1. Claims for reimbursement of meals are permitted when the employee is working outside the Division (i.e. conference or meeting)
2. Employees may claim the cost of the meal plus GST as long as they provide a detailed receipt. A gratuity not to exceed 18% of the total bill may be added to the cost of meals as appropriate to the location, service level and local protocol. Employees shall make an attempt to stay within the division meal per-diems (see #3) and always exercise reasonable judgement in all circumstances. When purchasing meals, employees shall be mindful of the division budget.
3. Without receipts, employees can claim an allowance as follows:

Breakfast = \$15.00

Lunch - \$15.00

Dinner - \$30.00

4. Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

Other Expenses

1. Mileage shall be paid at \$0.54 per kilometer if the employee uses their personal vehicle to travel for School Board Business. Wherever possible, employees shall travel together to minimize travel costs.
2. All domestic flights will be booked in economy class. If a medical condition necessitates an upgrade, a physician's order must be obtained prior to booking. If an employee purchases the seat selection option, it will be at his or her own expense.
3. Any charges to upgrade standard accommodations will be at the employee's expense.
4. Taxis are the preferred method of ground transportation. In situations where a rental car is required, the size and type of rental car should be appropriate for the number of people in the car and road conditions.
5. Internet connectivity in hotels and airports is a reimbursable expense.

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Division Office Administrative, Maintenance or Technology Employees Only

1. Employees working within the Division but outside of regular hours (i.e. early morning, late afternoon, or evening) may claim for reimbursement of meals under the Meals guidelines listed above.
2. An employee in a supervisory position may organize a working session luncheon or dinner either within the workplace or away from the division office. Meals paid for participants in a working session must be noted with the names of those participating and the purpose of the session.
3. Employees in the central maintenance and technology departments will be allocated a common monthly stipend to cover miscellaneous and food / meal expenses when travelling to schools within the division. Supervisors, software support desk and administrative assistants are excluded from the allowance. The amount of the allowance will be reviewed annually by the Superintendent.

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