

## **Saskatchewan Rivers School Division No. 119 Policy Manual**

**Policy Name:** Payment of Staff Travel  
**Policy Type:** Employees  
Number: 3050  
Date Approved: November 28, 2005; September 8, 2008  
Legal Reference:

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The Board of Education believes in reimbursing staff for travel for Board sanctioned activities.

The Director of Education will set payment criteria to ensure a reasonable cost is incurred by the Board.

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## ADMINISTRATIVE PROCEDURES

The following meetings will qualify for reimbursement:

- a) Administrative meetings;
- b) Curriculum and program support committees;
- c) Employee groups;
- d) Ad hoc committees;
- e) System initiated professional development workshops, with the exception of system-wide inservice days;
- f) Any other meetings approved by the Director of Education.

The Director will budget for staff travel to meetings based on the following:

1. Reimbursement will be made only when normal travel between the employee's home community and work community does not take the employee by the location of the meeting.
2. The employee will be reimbursed for the lesser of:
  - a) the distance between the meeting and school
  - b) the distance between the meeting and home.
3. All meetings require the approval of the Director. It is assumed that all meetings will be held in Prince Albert, unless otherwise approved by the Director.
4. Employees will be reimbursed for travel at the rates specified in their collective agreements or, if none is stated, at the Board approved rate.