

Administrative Procedure 515

EXPENSE REIMBURSEMENT

Background

The Division will reimburse staff for travel for Division sanctioned activities.

The following procedures are to ensure a reasonable cost is incurred by the Division.

Procedures

1. The following meetings will qualify for reimbursement:
 - 1.1 Administrative meetings;
 - 1.2 Curriculum and program support committees;
 - 1.3 Employee groups;
 - 1.4 Ad hoc committees;
 - 1.5 System initiated professional development workshops, with the exception of system-wide in-service days;
 - 1.6 Any other meetings approved by the Director.
2. The CFO will budget for staff travel to meetings based on the following:
 - 2.1 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.
 - 2.2 The employee will be reimbursed for the lesser of:
 - 2.2.1 The distance between the meeting and school
 - 2.2.2 The distance between the meeting and home.
 - 2.3 Normally, all meetings will be held in Prince Albert unless otherwise approved by the Director.
 - 2.4 Employees will be reimbursed for travel at the rates specified in their collective agreements or, if none is stated, at the Division approved rate.

Reference: Section 85, 87, 109, 110 *The Education Act, 1995*

Approved: May 12, 2014