

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 Employees will be reimbursed for travel at the rates specified in their collective agreements or, if none is stated, at the Division approved rate.
3. Requests for reimbursement must be submitted in a timely fashion and prior to August 31st each year.

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

Approved: May 12, 2014

Revised: January 23, 2023