

## **803.8 Expense Reimbursements**

### **Policy**

Trustees and others who are required by the Division to:

- attend conventions for specific purposes;
- attend conferences or seminars for professional learning;
- travel on Division business;

shall be reimbursed for expenses incurred.

The Board expects individuals to exercise prudent judgment in choosing means of transportation and accommodation which reflect concern for the Division budget.

### **Regulations**

1. Approval by the principal or designate is required:
  - 1.1 for school-based employees' professional learning applications;
  - 1.2 prior to any expense reimbursement which is drawn from school designated funds.
2. Approval by the Superintendent or designate is required:
  - 2.1 for a principal's professional learning application.
  - 2.2 prior to any expense reimbursement which is drawn from Division designated funds.
3. Approval by the Board is required for trustees acting on Division business.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### **References** Alberta

School Act: 60, 61

Division Policies: 205.1 Trustee Compensation, 601.1.3 School Accounts, 801.9 Financial Planning and Management - General, 804.3 Financial Accountability and Audits, 1005.6 School Generated Funds