

803.8 Expense Reimbursement

Expenses related to approved attendance at conferences and conventions shall be reimbursed in accordance with the following guidelines:

1. Registration: Actual fees as supported by receipts.
2. Transportation:
 - 2.1. for employees travelling:
 - 2.1.1. by Air: economy airfare rates plus taxi and/or parking costs
 - 2.1.2. by Car: travel costs will be the lesser amount of the rate of economy airfare plus taxi, or car distance plus parking. Mileage shall be covered at a rate to be established annually.
 - 2.1.3. two or more persons travelling to the same destination are encourage to travel in one vehicle
3. Costs for hotel or motel accommodation, where found necessary, shall be reimbursed when supported by receipts. With respect to such costs, it is expected that all personnel, while obtaining accommodation that is adequate and satisfactory, will avoid rooms that are unnecessarily costly. In lieu of public accommodation, an employee may use a motor home, trailer, or stay with a relative or friend, and claim accommodation expenses without a receipt on the basis of \$20.00 per day.
4. Meal costs shall be covered by per diem at a rate to be established annually. A gratuity of 15% shall be added to the claim for meals. Per diems are paid in Canadian funds and no foreign exchange is applied. Division procurement cards may not be used for individual meal costs. When two or more Division employees have a meal together, then the Division procurement card may be used. In this situation no claim for meal costs will be allowed by the employee.
5. A reasonable advance on expense accounts may be obtained through the office of the Associate Superintendent, Business Affairs, provided the advance is requested and submitted one week prior to attendance.
6. All expense accounts shall be submitted through the Division's online expense reimbursement form and submitted by the employee for authorization for payment by the Superintendent or designate. All pertinent documentations to support the claim (receipts/statements) must be attached. Reimbursement will be paid in Canadian funds unless proof of exchange rate paid is provided.
7. Where an employee elects to pay a portion of travel expenses to attend a conference, the expense account shall be rendered with provisions made to indicate the amount of the employee's contribution and the net amount to be paid by the Board.
8. Under no circumstances shall schools or departments make payments directly to individuals for reimbursement of travel expenses.