

REIMBURSEMENT FOR EXPENSES

Background

The Division reimburses expenses associated with activities as may be authorized pursuant to the following procedures.

Procedures

1. Staff members are expected to exercise prudence in expenditures. Staff members incurring expenses in the pursuit of an approved activity shall be reimbursed in accordance with the following conditions:
 - 1.1 The activity shall receive prior approval from the Director or designate.
 - 1.2 Actual expenditures for travel by aircraft (economy fare) shall be recognized.
 - 1.3 Mileage allowance for travel by car shall be paid in accordance with prevailing Division rates provided that, where mileage allowance is greater than the economy airfare to a destination, the economy airfare shall apply.
 - 1.4 Actual expenditures for accommodation shall be recognized.
 - 1.4.1 In lieu of commercial accommodations, private accommodations will be reimbursed at a rate of fifty dollars (\$50.00) per night.
 - 1.5 Actual expenditures for meals shall be recognized upon submission of receipts. Where no receipts are submitted, the prevailing Division per diem rates for meals shall apply for travel within Canada. For travel outside of Canada the applicable per diem rate shall be (out-of-province per diem rate adjusted for the prevailing U.S. exchange rate) utilized.
 - 1.5.1 No claim for a meal allowance should be made for:
Breakfast, if the time of departure is later than 7:00 a.m. or the time of return is earlier than 8:30 a.m.
Dinner, if the time of departure is later than 11:30 a.m. or the time of return is earlier than 12:30 p.m.
Supper, if the time of departure is later than 5:30 p.m. or the time of return is earlier than 6:30 p.m.
 - 1.5.2 No claim for meals should be made when you are participating in the routine schedule within your job conditions. People working in multiple facilities as part of their condition of employment are not entitled to daily meal allowance claims.
 - 1.6 Actual expenditures incurred for registration fees, ground transportation, and miscellaneous items shall be recognized.

- 1.7 Actual expenditures incurred for travel and accommodations of students and/or school teams competing at the Provincial level shall be recognized upon submission of receipts. Costs incurred are expected to be by the most economic means available.
- 1.8 Expenditures incurred for travel, accommodations, meals and other pre-approved expenses of students and/or school teams competing beyond the Provincial level may be recognized upon submission of receipts. Costs incurred are expected to be by the most economic means available.
 - 1.8.1 Approval may be granted when the level of competition is such that there has been a process of required progressive qualifications to the national and/or international level and there is a demonstrated connection to the curriculum.
 - 1.8.2 Approval by the Director or designate, must be received prior to the commencement of the activity. Approval must be granted before approaching parents and students in order to plan the itinerary.
2. Receipts shall be submitted for all actual expenditures claimed and no reimbursements shall be made without the necessary documentation unless authorized by the Director or designate.
3. Notwithstanding Procedure 1, when deemed desirable, the Director or designate may make a grant to an individual staff member or a group of staff members in lieu of reimbursement of actual expenses for attendance at a conference, seminar or other Division approved travel. In such cases, the grant shall not be greater than actual expenses.
4. All claims shall be submitted on Reimbursement for Expense forms.
5. All reimbursements for expenses shall require the approval of the Director or designate.

Legal Reference: Section 87, 108, 109, 110 Education Act
Forms Manual: Form 517-1

Updated: September 22, 2006
October 1, 2007
August 17, 2010
November 30, 2011