



AP 504 – REIMBURSEMENT FOR EXPENSES

BACKGROUND

The school division reimburses authorized expenses pursuant to the following procedures.

PROCEDURES

1. Completion of Expense Reimbursement

- 1.1 Employees are responsible for completing and submitting their own employee expense claims for reimbursement of costs.
- 1.2 All claims shall be submitted on Reimbursement for Expense forms.

2. Approved Expenses

- 2.1. Actual expenditures for travel by rental vehicle or aircraft (economy fare) shall be recognized;
- 2.2. Mileage allowance for travel by car shall be paid in accordance with prevailing school division rates provided that, where mileage allowance is greater than the economy airfare to a destination, the economy airfare shall apply;
- 2.3. Actual expenditures for accommodation shall be recognized;
- 2.4. Reimbursement for meals will be recognized on a per diem basis. Per diem rates applied by the school division are based on rates in place in the prevailing public service/S.G.E.U. Collective Agreement. For travel outside of Canada the applicable per diem rate (out-of-province per diem rate adjusted for the prevailing U.S. exchange rate) shall be utilized;
- 2.5. Actual expenditures incurred for registration fees, ground transportation, and miscellaneous items shall be recognized.
- 2.6. Expenditures incurred as deposits for future events, such as classroom field trips and professional development conferences, will be reimbursed after the event has concluded, if reimbursement is required. The preferred method for prepaying these expenses is to use a PCard or to have the vendor submit an invoice to AP@spsd.sk.ca, as this ensures that any refunds are returned directly to the division.

3. Authorizer to Approve Claims

- 3.1. Receipts shall be submitted for supervisor approval of all actual expenditures claimed and no reimbursements shall be made without the necessary documentation unless authorized by the chief financial officer.
- 3.2. All reimbursements for expenses shall require the approval of the authorizing budget manager. Where the claimant and the budget manager are the same individual, approval should be obtained from the designated supervisor. (Reimbursement for Expense Form and Kilometer Rate Memo).

4. Processing Guidelines



- 4.1. Expense claims should be submitted on a monthly basis to ensure timely review and payment of expenses. Once expense reimbursements are submitted and approved, they will be processed by accounts payable on a weekly basis for payment, and the reimbursement will be deposited via electronic submission.

An expense claim may be denied or sent back for correction for the following reasons:

- Pending authorization
- Incomplete form
- Improperly completed claim form

5. Processing Deadlines

All expense claims should be submitted in a timely fashion (maximum of three months' lag time) within the school year that the expense was incurred. With the exception of the following three significant dates:

- 5.1. All expense claims must be submitted and authorized for payment prior to August 31 within the budget year/school year. No expense claims will be processed in another budget year/school year.
- 5.2. All expense claims must be submitted and authorized for payment one week prior to the December payroll to ensure that these claims can be processed with the December payroll. Any expense claims received after the one week prior date will be paused until the next calendar year.
- 5.3. Prior to a change in an employee's location, termination, or superannuation their expense claims must be entered and authorized.

Reference: Reference: Section 87(h), Education Act
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