



AP 504 – REIMBURSEMENT FOR EXPENSES

BACKGROUND

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

PROCEDURES

1. Employees incurring expenses in the pursuit of an approved activity shall be reimbursed in accordance with the following conditions:
 - 1.1. actual expenditures for travel by rental vehicle or aircraft (economy fare) shall be recognized;
 - 1.2. 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;
 - 1.3. actual expenditures for accommodation shall be recognized;
 - 1.4. 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 shall be (out-of-province per diem rate adjusted for the prevailing U.S. exchange rate) utilized;
 - 1.5. actual expenditures incurred for registration fees, ground transportation, and miscellaneous items shall be recognized.
2. Receipts shall be submitted for all actual expenditures claimed and no reimbursements shall be made without the necessary documentation unless authorized by the Chief Financial Officer.
3. Notwithstanding Section 1, when deemed desirable, the Chief Financial Officer may make a grant to an individual employee or a group of employees in lieu of reimbursement of actual expenses for attendance at a conference, seminar or other Board 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 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).

Reference: Reference: Section 87(h), Education Act
Date Last Revised: January, 2012