

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: DLC
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EXPENSE REIMBURSEMENTS

A. General Principals

1. Employees of the Kelsey School Division will be reimbursed for the use of their privately owned vehicles if and when such use is authorized by the Superintendent.
2. Other employees with duties or assignments at more than one location may be reimbursed on a monthly basis. Rates of reimbursement will be reviewed annually by the Board.

B. Mode/Route of Travel

1. The mode/route of travel selected must be that which is most advantageous to the School Division, in terms of travel cost balanced against loss of the employee's time on the job. The following points shall be considered:
 - a) Purpose of trip; urgency;
 - b) Savings in the traveller's productive time (work days only);
 - c) Possibility of two or more staff members travelling together in privately owned vehicles at a savings in cost. When two employees travel on School Division authorized business and the combined air travel costs exceed the standard mileage allowance, the mileage allowance shall be paid to the owner/driver of the vehicle only.
2. When, for personal reasons, an employee wishes to select a mode of travel, or route, that is not the most advantageous to the School Division, such as choosing to drive their own vehicle or when two or more persons are using separate vehicles when travelling to the same place, they must agree that:
 - a) The employee will bear the cost of travel in excess of the cost on the most economical of common carriers, and/or the additional cost for distance travelled that is greater than the most direct route, and that;
 - b) The employee will take personal leave time for any unjustified travel time, during working hours, which results from the above.

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C. Professional Development of Administrative Personnel

1. The Board should be made aware of any available conference, convention, or seminar which the senior administration deems applicable to their own professional development.
2. The attendance of any administrative personnel at any conference, convention, or seminar shall be approved prior to the date of the conference, convention, or seminar.
3. The Board may reimburse expenses occurred by administrative personnel as follows:
 - a) Registration fees;
 - b) Travel to and from at the rate stated in the policy BID;
 - c) Accommodation and meals at the rate stated in the policy BID;
 - d) The claim for reimbursement for expenses incurred while travelling on School Division business shall be submitted to the Secretary Treasurer within 15 days of completion of the trip or conference. The expense form approved by the Board shall be used to claim all expenses.

D. School Division Business Expenses

1. The School Board recognizes that senior administrative personnel must conduct business meetings while within, as well as outside, the School Division boundaries, and at times which are after normal working hours. The payment of these amended expenses are to reimburse personnel for actual expenses incurred on Board business.
2. In exceptional circumstances and to the extent that the expense for meals is reasonable and justifiable, an employee shall be reimbursed. The employee may claim the expense provided that the expense claim clearly indicated the name(s) of the sponsoring organization and the detail of the function. The organizations to which consideration would be given are those which have a direct relationship to the School Division.