

## **DIVISION EMPLOYEE EXPENSES**

### **Background**

The Division believes that Division Office employees should be reimbursed for expenses incurred during the performance of their duties.

### **Procedures**

1. The Board of Trustees, at its organizational meeting, shall set a per-kilometre rate to compensate Division Office employees for travel required in the performance of their duties.
2. Each employee shall submit a claim for expenses by the last day of the month, using the prescribed form prepared by the Associate Superintendent (Business Services).
3. If an employee is travelling directly from home to a site other than Division Office, on school board business, the employee shall claim the shorter distance to that site from (i) the employee's home, or (ii) the Division Office.
4. Division Office employees shall be paid for hotel accommodations, meals, parking fees, taxi fares and provided with a cell phone.
5. Registration fees for attendance at workshops or conventions will be paid if attendance at the workshop or convention is required, expected, or deemed appropriate.

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December, 2003

Updates: July, 2008; Jan. 2020

### **References**

Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act