

EXPENSE REIMBURSEMENT

Background

To enable trustees and employees to attend business and professional development activities that will advance the business of the organization and ultimately enhance student learning within the Division, the Board will annually review and authorize expense reimbursement rates.

The Assistant Superintendent, Corporate Services shall be responsible for the reimbursement of claims including authorization of payment.

Procedures

1. Reviewing of expense reimbursement claims ([Form 514-1](#)) shall be done as follows:
 - 1.1 The Board Chair shall review trustee and the Superintendent's claims.
 - 1.2 The Vice-Chair shall review the Board Chair's claims.
 - 1.3 The Superintendent or designated supervisor shall review all other claims.
2. The Division will reimburse trustees and employees for fair and reasonable travel expenses incurred while on Division activities.
3. Reimbursement will be at the rates detailed in Appendix A.
4. Claims for less than two hundred dollars (\$200) can be submitted at the employee's convenience.
 - 4.1 Claims for a school year must be submitted by August 31 of that year.
5. All other claims are to be submitted within thirty-five (35) days of incurring an expense or travel on Division-related matters.
6. Original receipts must be attached to all claims.
 - 6.1 Claims without original receipts will not be paid.
7. Original receipts are required for meals and accommodation unless the amount as per Appendix A of this administrative procedure is claimed.
 - 7.1 Claims without receipts are to be on "an exception" basis only, that is, only when a receipt cannot be obtained.

RATES OF REIMBURSEMENT

Meals

Actual cost of the meal, excluding alcohol, plus up to 15% gratuity, with original receipts. Where original receipts are not available, up to the following amounts may be claimed. Amounts include GST and other taxes.

Breakfast	\$10.00
Lunch	15.00
Dinner	25.00

Accommodation

Actual cost with original receipts.

Automobile Transportation

The Division will reimburse all employees who incur expenses in carrying out their authorized duties at the approved rate upon submission of a properly completed and approved expense claim form for all expenses associated with school business travel.

The number of kilometers for which the Board will compensate the employee will be **the number of kilometers the employee travels over their usual daily commute to their “regular” place of work**, reimbursing the employee for any additional expenses incurred.

Example 1: If an employee lives in Calgary and regularly works at Red Deer Lake School but is required to travel to Okotoks for a meeting then kilometrage may be claimed for the distance from the employee’s home to Okotoks **less** the distance from the employee’s home to Red Deer Lake School. If the employee returns to Red Deer Lake School during that same day then kilometers from Okotoks to Red Deer Lake School may be claimed for the return trip. The employee will be reimbursed because they have incurred additional expenses in this case.

Example 2: If an employee lives in Calgary and regularly works at Highwood High School but is required to travel to Okotoks for an all-day meeting then no kilometrage may be claimed as the distance travelled is less than the employee would normally have driven therefore no additional expenses have been incurred by the employee.

Example 3: If an employee lives in Calgary and regularly works at Highwood High School but is required to travel to Okotoks in the afternoon for a meeting then continues home after the meeting, the employee may claim the distance from High River to Okotoks one way.

The honour system will be used for the reporting of authorized travel and employees are expected to accurately report kilometrage figures to support the calculation of claims and to

travel to and from the activity using the most direct reasonable route. The Board reserves the right to verify any claim that it considers abnormal if discussion with the employee does not satisfy the Board of the appropriateness of the claim.

A “properly completed and approved expense claim form” includes the date of travel, a description of the duties performed, the location, the distance claimed in kilometers, and approval of the expense by the employee’s supervisor.

An employee’s “regular” place of work is any location at which or from which the employee regularly (as a rule) reports for work. If the employee has an office, it is that office.

The “approved rate” is 55¢ per kilometer paid in accordance with the “Distances for Travel Claims”, Appendix B, or at the actual distance traveled for other destinations, as of January 1, 2019.

Other Transportation

Trustees and employees may decide to travel by air, bus or automobile. Reimbursement will be on the basis of actual cost with original receipts.

Where out of province travel is by automobile, the per kilometer reimbursement will not exceed the cost of air travel to the same destination.

If travel to a workshop, seminar, conference, convention, etc. is by automobile and other trustees or employees are also attending, it is expected, whenever possible, that delegates will travel together.

Cell Phone

The Division will reimburse any employee who is required to use their personal cell phone for division/school related business an amount of \$25 per month upon submission of a properly completed and approved expense claim form.

DISTANCES FOR TRAVEL CLAIMS

(Distances between schools or between school and Division Office)

	<u>One Way</u>
High River to:	
Black Diamond	38 km
Blackie	24 km
Cayley	18 km
Cayley Colony	26 km
Heritage Heights	33 km
High River Colony	24 km
Longview	32 km
Millarville	56 km
MacMillan Colony	37 km
Okotoks	24 km
Red Deer Lake	46 km
Turner Valley	42 km
Calgary – University of Calgary	72 km
Black Diamond to Okotoks	21 km
Black Diamond to Turner Valley	5 km
Longview to Black Diamond	19 km
Millarville to Red Deer Lake	28 km
Millarville to Turner Valley	13 km
Okotoks to Heritage Heights	12 km
Red Deer Lake to Heritage Heights	24 km
Red Deer Lake to Okotoks	31 km

Reference: Relevant Legislation & Guidelines