

<p style="text-align: center;"><b>STRAIT REGIONAL SCHOOL BOARD</b> <i>Excellence in Lifelong Learning</i></p> <p style="text-align: center;"><b><i>POLICIES AND GUIDELINES</i></b></p>	<p style="text-align: center;"><b>HUMAN RESOURCES MANAGEMENT V-B-1</b></p>
	<p style="text-align: center;"><b>Employees, General STAFF TRAVEL AND EXPENSES</b></p>
	<p><b>Adopted:</b> August 7, 1996  <b>Revised:</b> March 5, 1997  January 7, 1998  November 3, 2004  February 4, 2009  March 6, 2013</p> <p><b>Page:</b> Page 1 of 3</p>

### **STAFF TRAVEL AND MEETING EXPENSES**

#### **Policy Statement**

The Strait Regional School Board recognizes its responsibility to reimburse its employees for ordinary expenses incurred while travelling to and/or attending approved functions, meetings conferences, and job-related Board business. Expenses associated with the following activities will qualify for reimbursement:

- Meetings called or authorized by senior administrators;
- Inservices, seminars, program planning/evaluation meetings, visits to schools, conferences, and meetings with the Department of Education or other external agencies;
- Meetings of the Board or any of its committees where the presence of employees has been specifically requested by the Superintendent of Schools or his/her designate.
- Meetings of school community organizations where the presence of employees has been specifically requested by the Superintendent of Schools or his/her designate.
- Travel and expenses which are sanctioned through the provisions of specific job descriptions.

#### **Guidelines**

##### 1. Application of collective agreements

- 1.1 Where specific provisions governing the supply of or reimbursement for meals or travel costs are provided in collective agreements, the provisions of the collective agreements will prevail insofar as they are applicable.

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2. Meal allowances

- 2.1 Meal allowance will be paid at the current provincial government rate (receipts not required).
- 2.2 **Exceptions to rates for meal allowances:** The daily amounts authorized for meals while travelling on official Board business provide an adequate allowance for each day under ordinary circumstances. However, during attendance at conferences, particularly outside of the Region, employees may be restricted to taking meals at establishments in the vicinity of major hotels, where costs may be higher. Employees will therefore be eligible for reimbursement for such higher actual meal costs to the extent that the expenses claimed are reasonable and justified under the circumstances. Receipts must be provided in support of claims for meal expenses which are in excess of the rates described in 2.1.
- 2.3 In situations **where a meal is provided** by the employer or included in a conference registration fee, claims for meal allowances will not be paid.
- 2.4 When travel is within the Strait Region, employees will not ordinarily be entitled to reimbursement for lunch expenses. Exceptions will be evaluated on an individual basis.

3. Travel expenses

- 3.1 Employees engaged in eligible Board activities will be entitled to reimbursement for travel.
- 3.2 Mileage/kilometrage will be paid at the current provincial government rate.
- 3.3 Notwithstanding 3.2, reimbursement for travel on approved Board business will be assessed in relation to the destination and the expediency of using private versus public transportation.
- 3.4 Unless otherwise necessary, expenses for mileage/kilometrage will be calculated according to the most direct or expeditious route.

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4. Lodging and associated expenses

- 4.1 Actual and reasonable charges shall be allowed for lodging and other ordinary incidental expenses associated with travel including parking fees and taxi fares. Original receipts or appropriate vouchers must be provided to support claims for incidental expenses.
- 4.2 One phone call to home per day may be charged when an employee is away from home overnight on approved school board business.
- 4.3 Personal expenses incurred while a guest of a hotel on Board business will not be eligible for reimbursement. Personal expenses include, but may not be limited to, bar bills, movie rentals and dry cleaning.
- 4.4 Private Accommodation: Where an employee is required to be away overnight on School Board business and his/her supervisor has authorized the use of private overnight accommodation, the employee may be reimbursed to a maximum of \$40.00 per night (no receipt is required).

5. Conference registration arrangements

- 5.1 Wherever possible, arrangements for direct billing of registration fees and accommodation costs associated with staff attendance at conferences will be made by the Regional Office. Employees should check with their departmental Director to ascertain what arrangements may be available.

6. Reimbursement of expenses

- 6.1 Reimbursement for expenses will be processed upon submission of a completed *Meeting and Travel Expense Report* form to the Director of Finance. The expense report must be approved by the employee's immediate supervisor before forwarding to the Director of Finance.