



File DLD

EXPENSE REIMBURSEMENTS

“A school board may reimburse its trustees, trustees-elect or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the school board and at such rates and under such conditions as the school board may determine.” [PSA 56(3)]

Incidental Expenses

Trustees and staff shall be reimbursed for out-of-pocket expenses incurred in carrying out School Division responsibilities.

Staff members may make application for reimbursement of actual out-of-pocket expenses incurred while carrying out authorized school or Division activities.

The maximum rates for incidental expenses shall be as approved by the Board.

Requests for reimbursements shall be submitted to the Secretary-Treasurer on the prescribed form . (See DLD-E1)

Guideline For Reimbursement Of Incidental Expenses - Staff

1. PROFESSIONAL DEVELOPMENT

Covered by P.D. budget according to guidelines, if approved by the Principal/Supervisor.
See DLD-E5

2. FIELD TRIPS

- a) Travel covered by extra-curricular budget allocation to schools. Note: submit on “Co-Curricular” transportation form following completion of trip.
- b) Meals
 - Not covered if during the school day
 - Consideration if after hours or on weekends, based upon individual circumstances and only if out of the Division.
 - Volunteer supervisors and coaches may receive different consideration.
 - If approval by Principal - to be paid from “school” funds.

3. APPROVED SCHOOL/DIVISION BUSINESS - Out of Division

- Travel -School Division rate
- Meals -actual to a maximum amount for breakfast, lunch and dinner, to be reviewed annually by the Board (receipts required).



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- Approved expenditures charged to the appropriate budget.
- Support will be in U.S. funds, if applicable.

4. APPROVAL & CLAIM PROCEDURE

- a) Non-Teaching Staff - specific request entered in comment section of leave form by Principal/supervisor.

Teaching Staff - specific request entered in comment section of leave form by Principal/supervisor.

- b) Written request for reimbursement submitted following completion of the activity along with original receipts are required. Request to be signed by participant and Principal/supervisor and forwarded to Superintendent's Department.

Travel Allowance - Trustees and Staff

The travel allowance for Trustees and such staff members as to whom it may apply shall be reviewed annually by June 30.

Trustees and staff shall be reimbursed upon receipt of a statement of actual kilometers travelled in carrying out School Division responsibilities. (See DLD-E2 or DLD-E3)

Conference and Convention Expenses - Trustees and Administrative Staff

A. SEMINARS, WORKSHOPS AND OTHER ONE DAY MEETINGS

1. Registration fee - full registration.
2. Travel - authorized mileage rate and parking.
3. Meals and Miscellaneous - Administrative staff.
4. Trustees – current substitute rate.

B. CONFERENCES AND CONVENTIONS OF TWO OR MORE DAYS

1. Registration fee - full registration.
2. Travel
 - a) The lesser of actual return airfare or return economy airfare, if travelling by air;
 - b) The lesser of return economy air fare or the approved mileage allowance, if travelling by car.
3. Meal and Miscellaneous
 - a) Maximum daily allowance:

| | |
|-------------------|-------------------|
| In Province - | \$100.00/day |
| Out of Province - | \$120.00/day |
| Out of Country - | \$120.00/day U.S. |



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- b) Authorized daily allowance to a maximum of one day prior and one day after the scheduled program.
 - c) Blue Cross Health Insurance premium, if required, for the duration of the authorized activities outside of Canada.
4. Taxi, limousine or bus fare - actual costs to and from the airport and to and from the place of accommodation to the conference site.
 5. Accommodation and parking - actual hotel costs for the duration of the scheduled program.

A cash advance will be made to delegates upon request to the Secretary-Treasurer. Requests for reimbursement of expenses shall be made to the Secretary-Treasurer on the prescribed form. (DLD-E4)

Bus Drivers - Winter Plug Allowance

Where applicable, Bus Drivers shall receive a winter plug allowance payable by April 1. Increases to the allowances shall keep pace with percentage increases negotiated with C.U.P.E. through collective bargaining.