

<p><b>Kelsey School Division</b> <b>Box 4700</b> <b>The Pas, MB R9A 1R4</b></p> <p><b>Phone: 623-6421</b></p>	<p><b>Code: DLC</b></p>
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## **EXPENSE REIMBURSEMENTS**

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.
3. The Director of Maintenance and Transportation shall be authorized to use the Division half-ton truck to commute to and from work, in lieu of car allowance.

### Determining the mode/route of travel:

The mode/route of travel selected must be that which is most advantageous to the school system, in terms of travel cost balanced against loss of the employee's time on the job and the value of the trip to the Division. Therefore, the following points shall be considered:

1. Purpose of trip; urgency
2. Savings in the traveller's productive time (work days only).
3. Possibility of two or more staff members travelling together in privately owned vehicles at a savings in cost. When two or more Board members or employees travel on 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.

When, for personal reasons, an employee wishes to select a mode of travel, or route, that is not the most advantageous to the Division, such as choosing to drive their own car or when two or more persons are using separate vehicles when travelling to the same place, they must agree that:

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1. They 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;
2. They will take personal leave time for any unjustified travel time, during working hours, which results from the above.

Professional Development of Administrative Personnel

The Board should be made aware of any available conference, convention, or seminar which the senior administration deems applicable to their own professional development.

The attendance of any administrative personnel at any conference, convention, or seminar shall be approved by the Board prior to the date of the conference, convention, or seminar. In the event that Board approval cannot be obtained due to time constraints, the requests shall be submitted to the Education and Personnel Committee for immediate attention.

The Board recognizes the value of professional development for administrative personnel and will reimburse expenses incurred by administrative personnel as follows:

- a) Registration fees - staff only
- b) Travel to and from at the rate stated in the policy below
- c) Accommodation and meals at the rate stated in the policy below
- d) The claim for reimbursement for expenses incurred while travelling on 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.

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Kelsey School Division feels that a limit should be established in references to accommodation and meals during the conference times. These limits shall be as outlined under the sub-heading of "Meals", "Hotel", "Private", "Travel", "Taxi", "Hospitality", "Entertainment", and "Miscellaneous Expenses During Travel", of the approved "Trustees Travel Expense" policy or as amended under the following heading "Division and Business Expenses."

Division and Business Expenses

The Board recognizes that senior administrative personnel must conduct business meetings while within, as well as outside, the 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.

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Except for transportation costs, expenses incurred within the division boundaries, especially lunch, are not normally reimbursable.

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 names 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 Division.

Business Meetings

When a business meeting outside the Division boundary is extended beyond the normal business hours so that business could be continued cost effectively, the administrative officer is authorized to claim for the entire dinner meeting with meal expenses kept to a minimum. This expense shall be utilized with discretion. The claim shall show brief purpose of meeting and names of attendees.

Reimbursement for Expenses

A school Board may reimburse its 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 - P.S.A 56(3).

The claim for reimbursement for expenses incurred while travelling on Division business shall be submitted to the Secretary Treasurer within fifteen (15) days of completion of the trip or conference. The expense forms approved by the Board shall be used to claim all expenses.

When employees are travelling on business pertaining to the Division or any conferences other than CSTA, the following expense guidelines shall apply:

Meals

The following maximum amounts shall apply for individual meals:

Breakfast - \$6.00, Lunch - \$8.00, Dinner - \$16.00 to a maximum of \$30.00 per day including tips.

Travel

Automobile kilometer rate will be paid at a rate equivalent to the prevailing Manitoba Government Rate. Travel expenses will be reimbursed to employees as per the following, whichever may apply:

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- a) Kilometers paid in accordance to the kilometer chart as indicated: Cranberry Portage - 192km; Flin Flon -272km; Swan River - 460km; Dauphin & Thompson - 800km; Saskatoon - 1040km; Brandon - 1150km; Winnipeg - 1250km. Any places not listed shall be as per the most direct route as per the established government rate.
- b) actual airfare of a commercial aircraft on a regular scheduled flight paid.
- c) should two or more persons choose to travel together, kilometer rate paid to the owner/driver of the vehicle only.

Accommodation – Employees shall endeavour to have adequate accommodation while on Division business and should consult the Division office for information on the preferred hotel rates.

Registration Fee – The total registration fee as applicable shall be paid.

Taxi – Actual amount expended substantiated with receipts.

Private Accommodation – Should an employee make private arrangements for overnight accommodation with friends or relatives, the total cost to the school Division (ie. travel to the residence, gifts, or any other form of payment in compensation for or as a “thank you” for the hospitality, shall not exceed 80% of the costs that would otherwise have been incurred in lodging (including meals where necessary) at a commercial establishment that would likely have been used at that locality.

Hospitality – Hospitality involving the purchase of beverages prior, during, or after a meal shall be considered as a personal expense to the employee.

Entertainment – Expenses incurred for receptions, shows, performances, sports, night clubs, lounges, bars, or similar social or recreational activities are considered to be entertainment and shall be considered as a personal expense to the employee.

Miscellaneous Expenses

- a) Baggage – where an employee travelling by plan is required to take bulky items or additional baggage containing official documents, etc., any excess baggage charged, supported by receipts, may be claimed;
- b) Gratuities – no gratuities may be claimed. Allowances are made for these in either individual meal allowance or as part of the claim for meals during travel;

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c) Laundry - charges, supported by receipts, may only be claimed when the employee has been absent from their domicile for a period in excess of five (5) consecutive days;

d) Parking - short-term parking, where parking is not provided at the chosen commercial accommodation, may be claimed when supported with receipts;

e) Telephone - charges for personal calls must be included in an expense claim unless such call has been made for direct Board business. An employee who has been in travel status for four (4) consecutive nights, may be reimbursed the cost of personal long distance telephone calls in an amount not exceeding \$6 for each such period;

f) Valet service - valet charges must be specifically justified, supported by receipts, and may only be claimed when essential due to extraordinary circumstances.

Employee Expenses - Division Business - when an employee has been requested by the Board or approved by the Board upon request to travel on school Division business other than conferences, conventions, or other normal professional development activities, such expenses shall be allocated to the appropriate category consistent with the FRAME Manual.