

## **TRAVEL & SUBSISTENCE 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.

### **Procedures**

1. The Division will reimburse Trustees and employees for fair and reasonable travel expenses incurred while on Division activities.
2. Reimbursement will be at the rates detailed in Schedule A attached to and forming part of this procedure.
3. Claims for a school year must be submitted by August 31st of that year. All other claims must be submitted within 35 days of incurring an expense or travel on Division-related matters.
4. Original receipts are required for meals and accommodation and must be attached to all claims. Claims without receipts should be on “an exception” basis only, that is, only when a receipt cannot be obtained.
5. Reviewing of expense reimbursement claims is delegated as follows:
  - the Board Chair shall review Trustee and Superintendent claims;
  - the Vice-Chair shall review the Board Chair’s claims; and
  - the Superintendent or designated supervisor shall review all other claims.
6. The Secretary-Treasurer shall be responsible for the reimbursement of claims including ensuring proper authorization of payment.

# TRAVEL & SUBSISTENCE REIMBURSEMENT

## SCHEDULE A

### Meals

Actual cost with original receipts will be reimbursed providing the amount is reasonable. Reimbursable amounts shall include GST and a maximum of a 15% gratuity. The recommended maximums for meal costs are:

Breakfast	\$15.00
Lunch	\$15.00
Dinner	\$25.00

Trustees and employees are encouraged to consider these recommendations when traveling. Meals will not be reimbursed if the event that is attended provides such meals.

### Accommodation

Actual cost with original receipts will be reimbursed. Trustees and employees are encouraged to consider moderate accommodation levels while on business.

### Automobile Transportation

Approved travel will be reimbursed at the current business travel rate as specified in the Government of Alberta; Business Use of Private Vehicles regulation. Information can be found at the following link:

<http://www.pao.gov.ab.ca/Practitioners/?file=legreg/travel/business-use-of-private-veh&cf=>

### Other Transportation

Trustees and employees, who are required to travel by air will be reimbursed 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.

Reference: Public Service Subsistence, Travel and Moving Expenses Regulation  
(Government of Alberta website)

Approved: January 18, 2010