



Travel and Expense Claims

Board Received: September 29, 2014

Review Date: October 2017

Accountability:

1. Frequency of Reports – As needed
2. Severity Threshold – As needed (e.g. When guidelines not followed)
3. Criteria for Success – All travel and expense claims are compliant with this procedure.

Principle:

Expenditures for travel and expenses must be reasonable and transparent with appropriate accountability and reporting mechanisms based on system-wide policies.

This administrative procedure establishes criteria and procedures for the reimbursement of expenses incurred by all staff members while performing duties on behalf of the Board. The expenses should be necessary and reasonable. Where specified, prior approval of a supervisor or the Board is required before the expense is incurred if it is to be eligible for reimbursement. The Grand Erie District School Board assumes no obligation to reimburse expenses that are not in compliance with this procedure.

Administrative Procedures:

1. The board will reimburse employees for expenditures submitted on the Travel Expense Claim Form subject to the following parameters:
 - 1.1. **Allowance for Use of Personal Automobile**
 - i. Individuals will be reimbursed for the use of their personal automobile at the rate approved by the board provided:
 - a) It is the most convenient method of travel;
 - b) The travel is for authorized board business;
 - c) The individual carries a minimum of \$1M public liability and property damage insurance coverage;
 - d) Whenever possible, two or more individuals traveling to the same destination use one vehicle.
 - ii. The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs etc.
 - iii. The cost of travel from home to the worksite is considered to be personal use and is not reimbursed by the Board. This includes work at night or weekends. The Board will, however, pay for any incremental mileage incurred in conducting business as part of the employee's home-to-work travel.

- iv. The site that each permanent employee regularly reports to is that employee's primary location.
- v. When an employee is required to report for work (except for system professional development) at a location other than their primary location, travel expense is eligible for mileage in excess of the distance from the employee's home to their primary location.
- vi. When an employee is returning home at the end of the day from a location other than their primary location, travel expense is eligible for mileage in excess of the distance from the employee's primary location to their home.
- vii. Travel expense is allowable for required travel between sites only when the employee's assigned position comprises more than one location. Travel expense is not allowable for travel between sites when an employee applies for and obtains more than one part-time position in different locations.
- viii. The approval of the supervisor is required before claims will be processed.
- ix. Electronic versions of the travel expense claim form are acceptable provided that they originate from the person responsible for authorizing the claim. Photocopies and faxes are not acceptable and will be returned.
- x. Travel for system professional development activities or for elective attendance at Board-sponsored training workshops is not covered.
- xi. Travel for clerical staff to the post office, bank etc. and travel for teachers to support school teams and field studies is to be charged to school budget accounts.
- xii. Travel to conferences and workshops is to be charged to professional development budgets. Conference expense claim forms should be used to report this travel.
- xiii. Travel claims will not be processed in advance.
- xiv. Custodial project crew will be reimbursed for travel expense between the first site visited each day and their primary support centre that is in excess of 20 kilometers; plus travel expense between the last site visited each day and their primary support centre that is in excess of 20 kilometers; plus all travel required between sites.

1.2. Other Expenses Incurred on Board Business (i.e. Professional Development or Conferences)

- i. These claims include but are not limited to, actual out-of-pocket expenses for:
 - a) Courses, conferences or workshop charges;
 - b) Hotel room charges for accommodation in a standard room – no additional reimbursement will be made for suites, executive floors or concierge;
 - c) Meals, if not included in registration;
 - d) Tips and gratuities;
 - e) Business telephone calls;
 - f) Taxi receipts;
 - g) Supervisor approved car rental when a car rental is more economical than the use of a personal vehicle and related mileage;
 - h) Public transportation at the lowest fare practicable;
 - i) Necessary parking fees; and
 - j) Other business expenses (i.e. fax, internet).

- ii. The following will not be reimbursed:
 - a) Recreational costs (i.e. video rentals, mini-bar charges, fitness facility charges);
 - b) Movies;
 - c) Alcoholic drinks;
 - d) Charges incurred by a spouse;
 - e) Parking or traffic tickets; and
 - f) Auto expenses (reimbursed by per kilometer charge).
- iii. Meals
 - a) Reasonable and appropriate actual meal expenses will be reimbursed if the expenditure is incurred when the employee is on board business.
 - b) Reimbursement for meals (plus exchange rate) is subject to the following limits;
 - For Breakfast - \$10.00
 - For Lunch - \$17.00
 - For Dinner - \$28.00
 - Total for one day not to exceed \$55.00
 - c) For a full day of meal claims (breakfast, lunch and dinner), individuals have the discretion to allocate the daily total among the meals.
 - d) Reimbursement of meal costs must not include reimbursement for any alcoholic beverages.

1.3. Reporting

- i. All claims for approved expenses should be made on the Travel Expense Claim Form or Conference Expense Claim Form which are available electronically or at the board office.
- ii. When submitting a statement of expense, the purpose of the trip must be stated in the space provided.
- iii. Claimants must sign the form and attach all original receipts showing the detail of the expense. Photocopies of receipts or credit/debit card slips are not acceptable as they do not provide sufficient detail to authorize payment or meet audit requirements.
- iv. Expense claims should be submitted at least quarterly and no more frequently than monthly. Claims should not span more than one school year. Claims must be submitted by September 30 for all expenses incurred up to August 31st each year.
- v. Expense forms will be reviewed and authorized by the principal (for school staff members) or supervisor prior to their submission to Business Services for processing. Expense forms for the Director will be reviewed and authorized by the Chair of the Board.
- vi. The principal or supervisor authorizing the claim is providing their approval as the person knowledgeable about the activity and the one who acknowledges that the expenditure complies with this administrative procedure.
- vii. Final approval will be that of Business Services (Superintendent of Business, Manager of Business Services or designate). This approval is the final check that the claim complies with this administrative procedure. Payment will be processed only after this final checking has been done.

1.4. All amounts reimbursed are subject to the budget restrictions set annually by the board.