

# EXPENSE REIMBURSEMENT

## Background

The Division believes in the importance of involving school system staff in the work of the Division and to promote this involvement will provide financial assistance towards the costs incurred.

## Procedures

1. Trustees, Superintendent, Deputy Superintendent, Religious Education Coordinator, Associate Superintendent Learning Services and Secretary-Treasurer shall be reimbursed expenses (unless reimbursed by another agency) incurred in carrying out business of the Division, public relations, or attending a convention or conference and requiring absence from his or her place of residence. Other Division employees may be reimbursed for expenses incurred in carrying out business of the Division as authorized by the Superintendent.
2. Mileage
  - 2.1. Mileage shall be paid at the Government of Alberta rate per kilometer for each personal automobile required. Where reasonable, employees should coordinate travel to minimize travel costs.
3. Airfare
  - 3.1. Air travel may be used where economy of time or money warrants. Employees are expected to use the lowest cost logical airfare available. Upgrades for air travel are not reimbursable.
4. Rental Vehicles
  - 4.1. Consideration should be given to the use of rental vehicles. If a rental vehicle is used, the rental agreement should make reference to the Division's name to ensure the Division's insurance coverage extends to the vehicle. Glass insurance should be purchased. The rental of the vehicle and glass coverage would be reimbursed with a receipt.
5. Accommodations
  - 5.1. When hotel accommodations are required, the cost of a single accommodation will be reimbursed upon submission of a receipt.
6. Meal Expenses
  - 6.1. With detailed receipts, employees may claim the cost of the meal plus GST and a maximum 15% gratuity on the cost of the meal. Employees should attempt to stay within the identified per-diems and in all cases exercise reasonable judgment for the circumstances and reflect concern of the Division's budget.



- 6.2. Without receipts, employees can claim an allowance of \$11.00 for breakfast, \$15.00 for lunch and \$24.00 for dinner when meals are purchased. Contractors being reimbursed shall be limited to the above rates. Alcohol expenses will not be reimbursed.
7. Miscellaneous expenses such as registration fees, Professional Development, delegate's attendance at banquets, taxi fares, etc, will be reimbursed upon submission of appropriate supporting documentation-
  8. Parking tickets and other moving violations are not eligible for reimbursement.
  9. Advances may be granted upon written application.
  10. Procurement card holders shall use their procurement cards for travel related purchases and shall follow the procedures within the Administrative Procedure. All the detailed receipts shall be submitted through the monthly reconciliation process and no further reimbursement is required.
  11. Reimbursement will be made upon submission of an expense form with appropriate detailed supporting documentation and receipts attached.
    - 11.1. Documentation Required
      - 11.1.1. Original receipt from the vendor indicating the name of the vendor, services or items provided, date of purchase and name of the employee (if appropriate),
      - 11.1.2. Document the reason for the expense (ie. name, date and location of meeting attended)
      - 11.1.3. Names of employees for which the reimbursement covers
      - 11.1.4. Ideally, it would also indicate the method of payment used.
      - 11.1.5. Monthly credit card statements and method of payment slips (ie only a debit/VISA/MasterCard machine slip is submitted as supporting documentation) are not considered an acceptable form of receipt.
      - 11.1.6. Original bills/receipts must be submitted. Photocopies will only be accepted with a full and detailed explanation for why the original is not available. If the original receipt does not indicate the names of the employees for which the reimbursement covers, the name of the conference that is being attended or the date of the conference being attended, the employee is required to write this on the back of the receipt.
      - 11.1.7. Travel & Subsistence Claim Form is available on the Division Intranet.
  12. Expense reimbursements received before Wednesday at 4:00 pm will be processed the proceeding Friday. Expense reimbursements received after Wednesday at 4:00 pm will be processed during the following weeks' cheque run.
  13. Employees must file expense reimbursements no later than 30 days following the completion of the trip or of incurring the expense. Reimbursements received past this timeline may not be reimbursed.
  14. If reimbursement items have been grouped into a single figure for entry to a single line on the expense reimbursement form, each item included in the line must be clearly identified and have appropriate supporting documentation attached for it.
  15. Reimbursement in the Teacher Professional Development Handbook will be at the same rates as outlined in AP 512.

Reference: Section 60, 61, 113 School Act

