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## TRAVEL EXPENSES

### Background

The District believes that travel may be necessary for employees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses staff will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

### Procedures

#### 1. Guiding Principles

- 1.1. District issued credit card and direct billings to the District are to be used to pay for District expenses whenever possible. Travel miles or other points earned on travel or other expenses are to be utilized for District business only.
- 1.2. Travel advances may be requested for items that cannot be paid for with a District issued credit card or through direct billing to the District. The approval of the Supervisor is required.
- 1.3. All out-of-district travel expense claims must be submitted in a format (Form 513-1) prescribed by the District immediately following the trip or no later than monthly. Mileage and expenses related to travel within the school district must be submitted monthly, in a format prescribed by the district (Form 513-2).

#### 2. Automobile Travel

- 2.1. Employees required to travel by automobile will be reimbursed for travel at the rate of \$0.64/business km, as adjusted from time to time to be equal to the higher of the rate negotiated in either the PRDTA or CUPE collective agreements.
- 2.2. Employees required to travel off road to such places as the Outdoor Learning Centre will be paid an additional \$0.10/km.
- 2.3. Business kilometres shall be calculated for travel between District workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the District. When an employee is required to respond to an after regular business hours emergency situation at a District site other than their regular place of work, business kilometers shall be calculated between the employee's home and the District site they were called out to. Travel to/from home or from/to the employees' regular place of work will not be reimbursed.





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- 6.2.1.3. Dinner                      \$23.00
- 6.3. Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer.
- 7. Miscellaneous Expenses
  - 7.1. Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. If receipts are not available, claims will be limited to \$15.00 maximum per item, per day.
  - 7.2. Reasonable personal long-distance calls to home will be reimbursed as well as any charge for local calls.
  - 7.3. The cost of taxi, ferry and toll charges will be reimbursed at cost with the production of receipts.
  - 7.4. Extended stays for personal reasons may be attached to trips. However, these require the approval of the Supervisor, must be reported as vacation days, must not add additional cost to the District, and must not be charged to a District credit card.

Reference: Sections 22, 23, 65, 85 *School Act*  
*Income Tax Act*

Adopted: March 13, 2018  
Reviewed: October 23, 2019  
Revised: May 18, 2022