

## Employee Travel Expense Reimbursement

Beautiful Plains School Division employees will be reimbursed for reasonable travel expenses related to your employment with the Division. The following guidelines will apply:

- The rate for use of a private vehicle for Division business will be established and periodically reviewed by the Board. Any change in rate will be made by motion of the Board. The rate for Teachers Professional Development travel is established by the Local Teachers PD Committee.
- Reasonable out of pocket expenses including (but not restricted to) meals, travel, parking, accommodations, taxi and workshop registrations will be refunded. Refunds for Professional Development expenses will be subject to the conditions set at the time of approval.
- Appropriate claims forms are to be fully completed and receipts supporting the claim attached. If receipts are not attached provide a reason why the receipt is not available.
- Traffic Violations and Alcohol will not be reimbursed.
- Mileage from your residence to a designated work location is payable when you respond to an emergency or school alarm outside of your regular work day or on a scheduled day off.
- Mileage is payable only for actual kilometers driven from your designated work location. If employees have more than one designated work location (scheduled days at another location) mileage is payable from that alternate work location for those days. For out of Division travel, mileage is payable from your designated work location or residence, whichever is the lesser.
- If accommodations are required and the employee chooses to stay at a private residence a per diem of \$ 50.00 will be payable. (no supporting receipt required)
- Travel must be arranged in such a way to keep expenses to a minimum.
- All travel and expense reimbursement claims are to be approved by senior administration prior to payment.

Approved December 17, 2013