
Board Governance Policy Cross Reference: [1, 14](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Employee Expense Reimbursement Form](#)

Legal/Regulatory Reference:

The Interlake School Division (ISD) will reimburse pre-approved expenses incurred by an employee in the performance of their duties.

Procedures

All expenses must be pre-approved by the claimants' immediate supervisor and must be submitted on the [Employee Expense Reimbursement Form](#), signed by the employee and supervisor. Original receipts (except for mileage) should accompany the claim form.

1. Reimbursement of Transportation (for qualifying approved expenses)

- a) Employees will be reimbursed for mileage over and above any personal element they incur. Personal element refers to the employee's place of residence to their regular office location.
- b) The Division will set the mileage rate for September 1st of each school year with consideration of the Federal rate.

2. Reimbursement of Meals (for qualifying approved expenses)

- a) Employees will be reimbursed for meals (original receipts to be provided) to a maximum of sixty (\$60.00)/day.
- b) The breakdown for meals will be \$12.00 for breakfast, \$20.00 for lunch and \$28.00 for dinner per day when supervising students.
- c) When supervising students beyond the supper hour on weekdays, employees will be reimbursed for meals to a maximum of twenty eight dollars (\$28.00).

3. Student transportation/lodging for provincial sports events

- a) The Division will pay for lodging for provincial finals. Every attempt shall be made to be cost effective when booking facilities for accommodations and the number of students per room. Original receipts for lodging are required, but no monetary allowance for lodging will be made in cases where billeting has been arranged. The Division will pay all transportation costs.

4. Designated coaches transportation/lodging meals for provincial sports

- a) The Division will pay actual costs incurred for lodging and will reimburse for meals (original receipts to be provided to a maximum of \$60.00 per day) for provincial finals.
- b) The breakdown for meals will be \$12.00 for breakfast, \$20.00 for lunch and \$28.00 for dinner.
- c) The Division will pay all transportation costs.

5. Pre-approved conference and convention expenses

- a) All conference registrations must be received for approval two (2) months prior to the event.
- b) Registration fees will be paid in full.
- c) Travel:
 - i. The lesser of actual return air fare or return economy airfare, if traveling by air.
 - ii. The lesser of return economy air fare or the approved mileage allowance, if traveling by car (to a maximum of the return economy airfare rate)
- d) Meals:
 - i. Maximum daily allowance:
 - Breakfast \$12.00
 - Lunch \$20.00
 - Dinner \$28.00
 - ii. Maximum daily allowance out-of-country:
 - Per diem \$75.00 USD
 - iii. Authorized daily allowance to a maximum of one day prior and one day after the scheduled program.
- e) Blue Cross Health Insurance premium, if required, for the duration of the authorized activities outside of Canada.
- f) Actual transportation or parking costs (original receipts required) will be paid.
- g) Transportation costs include costs to and from the airport and to and from the place of accommodation to the conference site.

- h) Actual accommodation costs for the duration of the scheduled program will be paid (original receipts required). Every effort will be made to ensure the most economical accommodations are made (i.e. corporate discounts). Expenditures must be within the school professional development budget.
- i) A cash advance will be made to delegates upon request to the Finance Department.

6. Bus driver Medicals

- a) The bus driver will submit the original receipt or invoice to the Transportation Supervisor for approval.
- b) The Transportation Supervisor will submit the original receipt or invoice to the Finance Department requesting payment.
- c) The employee will be reimbursed only if he/she paid for the medical.

7. Uniform /work apparel

- a) As per article 20.01 in the CUPE Collective Agreement, the uniform/work apparel will be reimbursed (original receipt required).
- b) The supervisor must give approval and send it to the Finance Department requesting payment.
- c) The employee will be reimbursed only if s/he has paid for items.

8. Safety footwear allowance

- a) As per article 20.08 in the CUPE Collective Agreement, the safety footwear will be reimbursed provided original receipts are submitted and approved by the supervisor.
- b) The employee will be reimbursed only if s/he has paid for items.

9. Tool allowance

- a) As per the letter of understanding as cited in the CUPE Collective agreement the tool allowance will be reimbursed provided original receipt or invoice is submitted and approved by the supervisor.
- b) The employee will be reimbursed only if s/he has paid for items