

EXPENSE REIMBURSEMENTS

Administrative Directive

The Division recognizes that transparency and accountability relative to the utilization of publicly derived funds is paramount to instill confidence in the public mind. This is especially so in relation to the reimbursement of expenses incurred by personnel in carrying out authorized duties foundational to the ongoing operations of the school division.

For the purposes of this procedure, expenses will be defined as costs and allowances incurred by individuals in the course of educational endeavors and shall include, but not necessarily limited to: travel, meals, hospitality, conference fees, hotel accommodation, internet connectivity and some incidentals of a supportive nature.

Expenses shall be reimbursed by the Division upon submission of a properly completed and approved voucher including any support receipts as may be required by the School Division. Such expenses must be in line with budgetary allocations for the specific type of expense. Reimbursement rates shall not exceed division rates.

Hospitality and Working Sessions

For the purposes of this procedure the division recognizes the following distinction. Hospitality is the provision of food, accommodation, travel or other amenities to people who are not directly tied to employment within WCPS. In circumstances such as these the individual(s) are determined to be assisting long term goals of the division or recipients of appropriate courtesy or protocol flowing from their interaction with the school division. Hosting a luncheon for MLA's or other school boards, sponsoring formal events that allow community engagement, bringing in guest speakers for WCPS events would be examples of hospitality functions.

Working sessions are defined as the day to day operations of the division. These events and the expenses that flow from them are contemplated as part of the "authorized duties foundational to the ongoing operations of the school jurisdiction" and therefore the primary reimbursement protocol anticipated in this administrative procedure.

Expense Reporting Procedures

1. Personal vehicle reimbursement rates are established according to Revenue Canada Agency maximum allowable reimbursement rates and cannot be exceeded at any time.
2. Where air travel is required for division business the reimbursement shall be limited to the return cost of an economy class ticket including any costs for economy class seat selection charges upon purchase of the tickets. Upgrades to the seating

arrangements will be considered a personal choice and therefore the responsibility of the claimant.

3. Meals will be reimbursed on the basis of Board established maximum rates without receipts. Costs exceeding the rates established must be supported by detailed receipts. The Board will not reimburse the cost of alcoholic beverages consumed.
4. Tips reimbursement shall be limited to 15% of the food costs associated with the bill. Alcoholic beverages shall be deducted from the bill prior to submission and the tip should not be inclusive of the alcohol purchased. The division recognizes that in some circumstances the service provider attaches a tip amount to the bill; in these circumstances the person submitting the claim will be reimbursed for that amount but 20% will be the maximum allowed under any and all circumstances.
5. Claims for lunch meetings must include detailed receipts and an indication of the reason for the meetings and the meeting participants.
6. Parking and lodging costs shall be reimbursed at actual cost based on actual receipts. Accommodation should be booked or contracted at reasonable rates relative to the conference or workshop site. Other incidental costs associated with the conference or the working sessions shall be reimbursed with appropriate receipts (an example would be internet or Wi-Fi connectivity).
7. All expense reimbursement is subject to budgetary allocations.
8. Expense claims must be approved and signed by the employee's direct supervisor prior to submission for payment. The Board Chair will review and approve the claims of the Superintendent. All school expense claims will be reviewed by Central Office staff and approved by the Superintendent of Schools.

Reference: Section 60, 61, School Act

Adopted: August 2004

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