



POLICY:

REGULATION: **DLC – EXPENSE REIMBURSEMENT**

EXHIBIT:

When official travel by a personally owned vehicle has been authorized, mileage payment shall be made at the divisional rate per kilometer.

Supervisors may authorize mileage for:

1. Work related use of a vehicle

For extended distances when multiple employees are required to attend, such as the principals' fall conference, there is an expectation that every effort will be made to reduce mileage expenditures by car pooling.

2. Staff development/professional development activities where there is an **obligation** for the employee to attend (N.B. School bus transportation is provided for bus drivers to attend divisional training sessions.)
3. Out of province transportation expenses will be governed by the guidelines specific to the funding authority (i.e. Divisional PD Committee, Principals' Out of Province, Trustees Out of Province Guidelines)

The mileage will be paid from the person's normal place of work, not his or her residence. This claim must be made using the prescribed forms.

APPROVED:

REVISED: September 2003

SOURCE:

OTHER REFERENCE:

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