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**ADMINISTRATIVE PROCEDURE 517**  
**EMPLOYEE REIMBURSEMENT OF EXPENSES**

**Background**

Grande Yellowhead Public School Division No. 77 believes that employees should be reimbursed for expenses while on approved Division Business. The Division also believes that employee personal funds should not be used for financing the work of the Division.

**Procedures**

1. Nothing contained within this administrative procedure supersedes:
  - 1.1 Board Policy 20 – Professional Growth of Support Staff
  - 1.2 Board Policy 21 – Professional Growth of Teachers
  - 1.3 Administrative Procedure 516 – Purchasing;

Where these documents conflict with this procedure, the former will prevail.

2. The supervisor must approve all expenses incurred with respect to the purchase of goods or services.
  - 2.1 It is recommended that personal credit cards should not be used for purchase of goods and services when a district purchasing card is available. The use of a district purchasing card provides tracking capabilities and can assist in negotiating reduced prices for the Division.
3. When a supervisor or principal directs a staff member to attend a meeting, professional development activity or training opportunity, the staff member will be reimbursed for expenses at Division rates.
4. Incurred expenses are to be at minimum cost to the Division.
5. Employees must submit a completed Expense Reimbursement Claim (Form 517-01) with supporting documentation, to Accounts Payable in order to be reimbursed.
  - 5.1 All expense reimbursement claims will only be paid via direct deposit to the bank account on file. Default is the bank account set up through payroll, unless otherwise specified (Form 517-02).
6. Expense Reimbursement Claims must be submitted within 30 calendar days of the end of the month in which the expense was incurred.

- 6.1 Expense claims will be processed with rates in effect at the time of receipt by Accounts payable.
  - 6.2 Expense Reimbursement Claims submitted after 30 calendar days of the end of the month in which the expense was incurred, may be reimbursed, subject to the approval of the Assistant Superintendent – Business Services.
  - 6.3 Expense Reimbursement Claims submitted after September 30 of the current school year, for expenses incurred prior to September 1 of the current school year, will not be reimbursed.
7. Reimbursement claims must be supported with appropriate receipts and descriptions, indicating the nature of the expense.
    - 7.1 Receipts should indicate:
      - 7.1.1 The vendor;
      - 7.1.2 A detailed description of the items purchased
      - 7.1.3 Contact information of the vendor including GST Registration number
  8. The Division will reimburse employees for fair and reasonable travel, accommodation, and subsistence expenses while on approved business as follows:
    - 8.1 Reimbursement for expenses incurred through the use of personal vehicles while on business shall be at the Division Kilometerage Rate.
      - 8.1.1 A travel allowance for the use of a personal automobile will be paid at a Division rate of \$0.47 per kilometer then adjusted monthly with the fuel escalator/de-escalator based on a \$.01 per kilometer increase or decrease in the Division travel allowance for every \$.08 change in fuel prices (with a base rate of \$.96 per litre for regular gasoline, Edson, Hinton, Grande Cache and Jasper prices), and based on an average cost of two sample days of the month. Employees claiming kilometerage rate reimbursement for the use of personal vehicles shall be subject to the following:
        - 8.1.1.1 Employees are responsible for the insurance coverage on their own vehicle, including any cost for additional coverage required for vehicle use while on Division business; and
        - 8.1.1.2 Expenses incurred for travel between an employee's residence and his/her designated workplace will not be reimbursed by the Division.
        - 8.1.1.3 Travel Distances are to be calculated from the employee's designated workplace, on a return route.
      - 8.1.2 Should employees prefer to use a private vehicle to travel to areas serviced by airlines, they will be paid at the established rate per kilometer

or at the cost of the same trip by regular economy airfare plus the cost of ground transportation, whichever is lower.

8.1.3 Should employees prefer to use a rental vehicle to travel instead of their own vehicle, they will be paid at the established rate per kilometer or the cost of the rental vehicle plus operating expenses supported by receipts, whichever is lower.

8.1.3.1 Employees who choose to rent a vehicle, must also take vehicle insurance offered by the rental company for damage and liability.

8.1.4 Parking fees will be reimbursed at cost, and must be supported by receipts.

8.1.5 Travel insurance charges for delays, cancellation and lost baggage will be reimbursed at cost, and must be supported by receipts; but will exclude medical insurance as this is provided through employee benefit plans.

8.2 The Division will reimburse for accommodations as follows:

8.2.1 Accommodation will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or

8.2.2 An allowance of \$30.00 per night will be paid for the use of private accommodation.

8.3 In cases where receipts are not available or where meals were not included in a conference registration fee, the employee may claim for each:

8.3.1 Breakfast the per diem of \$ 10.00

8.3.2 Lunch the per diem of \$14.00

8.3.3 Dinner the per diem of \$22.00

8.3.4 The reimbursement for breakfast may be claimed if the employee is away from home prior to 0700 hours; and dinner if the employee does not arrive home until after 1900 hours.

8.4 Costs associated with work away from their designated worksite, specifically internet connection and cellular phone, may be reimbursed if the supervisor or principal is satisfied that the expense is required to carry out the respective responsibilities.

8.5 Voluntary service tipping should not exceed 15%.

9. School generated funds shall not be used to pay for expenditures for which funds are allocated by the Division. They must be used for the purpose for which the funds were raised.

Reference: Section 60, 61, 80, 113, 121 School Act  
Policy 7 – Board Operations  
Policy 20 – Professional Growth of Support Staff  
Policy 21 – Professional Growth of Teachers  
Administrative Procedure 408 – Conflict of Interest – Employees  
Administrative Procedure 516 – Purchasing

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