



Turtle River School Division - Administrative Procedure

Section F – Fiscal Management Travel & Expense Reimbursement

EMPLOYEE TRAVEL AND EXPENSES ON DIVISION RELATED BUSINESS

Employees of the division who are required to travel on division business, which has been approved by the Board, Superintendent, or Secretary-Treasurer shall be reimbursed by the Turtle River School Division in accordance with the Procedures outlined herein.

Mileage Rate:

The compensatory rate for business travel is determined by a specific formula. Whenever possible, employees should carpool. Division-owned vehicles should be utilized whenever feasible. Division Vehicles are available for all staff to use.

The per kilometer reimbursement rate shall be set and adjusted quarterly. The rates will be adjusted automatically by the Secretary Treasurer on September 1, December 1, March 1 and June 1 of each and every year based on the following schedule.

Gas Price	Actual Mileage Rate	Gas Price	Actual Mileage Rate	Gas Price	Actual Mileage Rate	Gas Price	Actual Mileage Rate	Gas Price	Actual Mileage Rate
\$1.00	\$0.40	\$1.20	\$0.42	\$1.40	0.45	\$1.60	0.47	\$1.80	0.50
1.01	0.40	1.21	0.43	1.41	0.45	1.61	0.48	1.81	0.50
1.02	0.40	1.22	0.43	1.42	0.45	1.62	0.48	1.82	0.50
1.03	0.40	1.23	0.43	1.43	0.45	1.63	0.48	1.83	0.50
1.04	0.40	1.24	0.43	1.44	0.45	1.64	0.48	1.84	0.50
1.05	0.41	1.25	0.43	1.45	0.46	1.65	0.48	1.85	0.51
1.06	0.41	1.26	0.43	1.46	0.46	1.66	0.48	1.86	0.51
1.07	0.41	1.27	0.43	1.47	0.46	1.67	0.48	1.87	0.51
1.08	0.41	1.28	0.43	1.48	0.46	1.68	0.48	1.88	0.51
1.09	0.41	1.29	0.44	1.49	0.46	1.69	0.49	1.89	0.51
1.10	0.41	1.30	0.44	1.50	0.46	1.70	0.49	1.90	0.51
1.11	0.41	1.31	0.44	1.51	0.46	1.71	0.49	1.91	0.51
1.12	0.41	1.32	0.44	1.52	0.46	1.72	0.49	1.92	0.51
1.13	0.42	1.33	0.44	1.53	0.47	1.73	0.49	1.93	0.52
1.14	0.42	1.34	0.44	1.54	0.47	1.74	0.49	1.94	0.52
1.15	0.42	1.35	0.44	1.55	0.47	1.75	0.49	1.95	0.52
1.16	0.42	1.36	0.44	1.56	0.47	1.76	0.49	1.96	0.52
1.17	0.42	1.37	0.45	1.57	0.47	1.77	0.50	1.97	0.52
1.18	0.42	1.38	0.45	1.58	0.47	1.78	0.50	1.98	0.52
1.19	0.42	1.39	0.45	1.59	0.47	1.79	0.50	1.99	0.52

Board Informed:	Last Reviewed:	Last Revision:
September 10, 2024		September 10, 2024



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Meal Rates:

The maximum allowable meal rates are as follows, with a daily limit of \$60.00:

Breakfast: \$15.00

Lunch: \$20.00

Supper: \$25.00

Please note that tips for meal service and alcohol are not eligible for reimbursement.

Accommodation:

Actual hotel rates supported by receipts.

Staying with Family or Friends - \$55.00 per night

Incidentals:

Actual business related parking, taxi and telephone expenses as supported by original receipts

Guidelines/Regulations

- The Superintendent or Secretary-Treasurer is responsible for expense claim approval.
- Employee professional development and extra-curricular expenses must receive prior approval from the Superintendent or Secretary-Treasurer.
- Employee professional development expenses (registration fees, travel, accommodation, meals, etc.), will be approved at the discretion of the Superintendent or Secretary-Treasurer. Said expenses may be approved on an actual cost basis or on a per-diem subsidy of total cost basis.
- All business, extracurricular and professional development expense claims are encouraged to be submitted within five working days of the end of each month following the said expense. Claims submitted more than 3 months after the expenditure is incurred will not be approved.
- Mileage claims will be based on actual mileage traveled from the employee worksite or residence whichever is less.
- Employees who are required to work at multiple work sites/schools are not eligible to claim meal reimbursement, unless their work takes them outside the division during meal time.
- Expenses and mileage related to attending SAGE and Divisional wide in-service events will not be reimbursed. Registration fees for these events will be reimbursed.
- Meal reimbursement will occur when extra-curricular activities occur outside the division borders and employees are required by senior administration to attend the activity.
- Bus Driver meal reimbursement will be reimbursed as per collective agreement.

Expense forms are available on the [division website](#) or at the Schools

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