

## 507 Reimbursement for Travel Expenses

### Belief

It is recognized that on occasion, staff members will be required to incur expenses as a result of work related activities. Staff members incurring such expenses shall be reimbursed in accordance with the following procedures.

### Procedures

1. An employee on approved travel shall be allowed to claim **(Form 508-1 - Atrieve)**:
  - a) Reimbursement for the actual cost of accommodation or overnight subsistence in lieu of hotel costs.
    - Accommodation should be booked or contracted at reasonable rates relative to the conference or workshop site.
  - b) Reimbursement for the actual cost of meals with receipts, or when no receipt is provided, at travel rates established by MESC. A Reimbursement for actual cost transportation, including airfare, taxi fare, parking charges, public transit fees, automobile rental, etc.
  - c) Reimbursement of other incidental costs associated with the conference or the working sessions (an example would be internet or Wi-Fi connectivity).
  - d) All reimbursement for actual costs with attached receipts will not exceed MESC established rates stated on Form 508-1 - Atrieve.
2. 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 District Office 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.
3. Where air travel is required for District 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.
4. Claims for lunch meetings must include detailed receipts and an indication of the reason for the meetings and the meeting participants.
5. An employee required to travel over 225 km using their own automobile shall be reimbursed at the established district mileage rate. Employees required to travel less than 225 km will be provided a flat per diem rate. Please contact Finance for these rates.
6. Nominal business expenditures, including those necessary to maintain positive business relations, may be incurred by the Superintendent, Assistant Superintendents, Executive Director and all others as pre-approved by the Superintendent.

7. Expense claims must be approved and signed by the employee's direct supervisor prior to submission for payment. All school expense claims will be reviewed and approved by the Executive Director of Finance or delegate. The Board Chair will review and approve the claims of the Superintendent.
8. Signed claims, with attached receipts and other documentation shall be submitted on appropriate forms no later than 60 days from the date on which the expense was incurred. All claims must be submitted by April 15 for the fiscal year end.

### **References**

MESC Board of Governors Policy; EL-4 and EL-5