

# 507 Reimbursement for Travel Expenses

## Belief

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

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. Employees will be reimbursed for expenses incurred in carrying out the business of the Division as authorized by the Superintendent or designate. All claims will be made using Atrieve.
2. An employee on approved travel shall be allowed to claim:
  - 2.1. Reimbursement for the actual cost of accommodation or overnight subsistence in lieu of hotel costs.
    - 2.1.1. Accommodation should be booked or contracted at reasonable rates relative to the conference or workshop site.
    - 2.1.2. Accommodations will only be paid for the conference dates.
    - 2.1.3. MESC is not responsible for any room service or room upgrades.
  - 2.2. Reimbursement for the actual cost of meals when meals are not provided, with receipts. When no receipt is provided reimbursement will be at travel rates established by MESC.
  - 2.3. A Reimbursement for actual cost transportation, including airfare, taxi fare, parking charges, public transit fees, automobile rental, etc.
  - 2.4. Reimbursement of other incidental costs associated with the conference or the working sessions (an example would be internet or Wi-Fi connectivity).
  - 2.5. All reimbursement for actual costs with attached receipts will not exceed MESC established rates.

3. Tips reimbursement shall be limited to 18% 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.
4. 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.
5. Claims for lunch meetings must include detailed receipts and an indication of the reason for the meetings and the meeting participants.
6. All per diem and mileage rates shall be paid at the amount set annually by the Executive.
  - 6.1. Set mileage rates will be identified on Atrieve travel forms.
  - 6.2. All mileage rates and claims are subject to review and approval by the employee's immediate supervisor. Supervisors may determine the appropriate rate based on the specific circumstances of the travel and in alignment with this policy.
  - 6.3. Employees are encouraged to carpool whenever possible and the Driver only will be reimbursed for mileage.
7. Mileage claims will be based on the shortest practical route either from the MESC main administration office or the employee's residence, whichever is closer to the work-related destination.
  - 7.1. Employees traveling within their city/town of residence will receive half of the set mileage rate.
8. Nominal business expenditures, including those necessary to maintain positive business relations, may be incurred by the Superintendent, Associate Superintendents, Directors and all others as pre-approved by the Superintendent.

9. All site expense claims will be reviewed and approved by the-Supervisor or delegate. The Board Chair will review and approve the claims of the Superintendent.
10. Claims must be made no later than 60 days from the date on which the expense was incurred.

**References**

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