

ROLLING RIVER SCHOOL DIVISION POLICY

Trustee Travel / Expense Reimbursement

BHDB/P

The Rolling River School Division will reimburse School Board Trustees for approved expenses incurred while on Board of Trustee related business.

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Date Adopted: February 18, 1988
Date Reaffirmed: February 8, 2007
Date Revised: November 3, 2010

ROLLING RIVER SCHOOL DIVISION REGULATION

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BHDB/R

1. All business and professional development expense claims will be submitted to the Secretary Treasurer within five working days of the end of each month on Trustee Indemnity Expense forms.
2. Original itemized receipts must be submitted with all claims for meals, accommodation and incidentals.
3. Employee business expenses will be approved according to rates approved by the Board of Trustees (*as per the attached Appendix – Trustee Travel and Expense rates*).
4. Each approved business travel trip must be over 10 kilometres to be eligible for reimbursement.
5. Mileage Claims will be based on actual mileage travelled from the Trustee residence.
6. The Secretary-Treasurer is responsible for expense claim approval.

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Appendix: Trustee Travel and Expense

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APPENDIX TRUSTEE TRAVEL AND EXPENSE CLAIMS

Mileage Rate:

Reimbursed for kilometres driven is at the rate paid to employees of the Federal Government of Canada in the Province of Manitoba. The Division will review the Federal Government rate on a quarterly basis, as of January 1, April 1, July 1 and October 1 each year, and will revise the rate paid to its employees on these dates based on current Federal Government rate on that date.

Meal Rates:

Breakfast, lunch and supper claims for the Trustee supported by original itemized receipts will be paid.

- Tips for meal service will be paid to a maximum of 15% of actual meal costs.
- Meal claims not supported by itemized receipts will be paid to a maximum of \$5.00 per approved meal.
- Alcohol is not an approved business expense.

Accommodation:

Actual Manitoba School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts.

Incidentals:

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