

# ROLLING RIVER SCHOOL DIVISION POLICY

## Employee Travel / Expense Reimbursement

DLC/P

The Rolling River School Division will reimburse employees for approved expenses incurred while on School Division business in accordance with the procedures outlined herein.

Subject to prior approval, The Rolling River School Division may reimburse employees for expenses incurred related to professional development. The Superintendent, Assistant Superintendent or Secretary–Treasurer shall consider and provide prior approval for professional development requests and needs.

Expenses and mileage related to attending SAG, LIFT and Divisional wide inservice events will not be reimbursed.

### **Definitions:**

#### **Business Expenses:**

Expenses related to the required regular activities or assigned duties of a job / position such as business meetings, client meetings, supervisory – employee meetings and travel between assigned work sites.

#### **Professional Development Expenses:**

Expenses related to activities that promote continued education, growth, and development in an assigned job/ position.

Within the parameters of the definitions listed above, determining whether a specific expense is classified as a business or professional development expense shall be at the Superintendent's discretion.

### **Index Regulation**

**Date Adopted:** April 20, 2000

**Date Revised:** April 8, 2004

**Date Revised:** May 30, 2007

**Date Revised:** January 12, 2011



# ROLLING RIVER SCHOOL DIVISION REGULATION

## APPENDIX BUSINESS TRAVEL AND EXPENSE RATES *Effective January 1, 2011*

### **Business 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: actual cost to a maximum of \$10.00 supported by original itemized receipts.  
Lunch: actual cost to a maximum of \$15.00 supported by original itemized receipts.  
Supper: actual cost to a maximum of \$22.00 supported by original itemized receipts.  
Daily Maximum: \$47.00

*(Date of Motion: January 12, 2011)*

- Tips for meal service will be paid to a maximum of 15% of actual meal costs. The total cost of tips may be in addition to the maximum meal rates.
- Meal claims not supported by itemized receipts will be paid to a maximum of \$5.00 per approved meal.
- Alcohol is not an approved expense.

### **Accommodation:**

Actual Manitoba Teachers Society (MTS), 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.

## PROFESSIONAL DEVELOPMENT TRAVEL AND EXPENSE RATES GUIDELINES *Effective January 1, 2011*

***All professional development rates are at the discretion and prior approval of the applicable Senior Administrator.***

### **Professional Development Mileage Rate:**

Reimbursed for kilometres driven is at one half of the Business Mileage rate.

### **Meal Rates:**

Breakfast: actual cost to a maximum of \$10.00 supported by original itemized receipts.  
Lunch: actual cost to a maximum of \$15.00 supported by original itemized receipts.  
Supper: actual cost to a maximum of \$22.00 supported by original itemized receipts.  
Daily Maximum: \$47.00

**Or** a prior approved flat per diem rate

*(Date of Motion: January 12, 2011)*

- Meal claims not supported by itemized receipts will be paid to a maximum of \$5.00 per approved meal.
- Tips for meal service will be paid to a maximum of 15% of actual meal costs. The total cost of tips may be in addition to the maximum meal rates.
- Meal claims not supported by itemized receipts will be paid to a maximum of \$5.00 per approved meal.
- Alcohol is not an approved expense.

### **Accommodation:**

Actual Manitoba Teachers Society (MTS), Manitoba School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts or a flat per diem rate.

### **Incidentals:**

Actual professional development related parking and telephone expenses as supported by original receipts and prior approval.