

# 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.

### **Index Regulation**

**Date Adopted:** February 18, 1988  
**Date Reaffirmed:** February 8, 2007  
**Date Revised:** November 3, 2010  
**Date Revised:** October 15, 2014  
**Date Revised:** January 1, 2018  
**Date Reaffirmed:** November 17, 2021

# ROLLING RIVER SCHOOL DIVISION REGULATION

## Trustee Travel / Expense Reimbursement

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.

### **Index Policy**

#### **Appendix: *Trustee Travel and Expense***

**Date Adopted:** February 18, 1988  
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# ROLLING RIVER SCHOOL DIVISION REGULATION

## APPENDIX TRUSTEE TRAVEL AND EXPENSE CLAIMS Effective January 1, 2018

### **Business Mileage Rate:**

Reimbursed for kilometers driven at the rate of \$0.49 per kilometer. (Date of Motion: January 17, 2018).

### **Meal Rates:**

Breakfast: actual cost to a maximum of \$15.00 supported by original itemized receipts.

Lunch: actual cost to a maximum of \$20.00 supported by original itemized receipts.

Supper: actual cost to a maximum of \$25.00 supported by original itemized receipts.

Daily Maximum: \$60.00

*(Date of Motion: October 15, 2014)*

- Tips for meal service will be paid to a maximum of 15% of actual meal costs. The total cost of tips will be included in 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 School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts.

\*If accommodations are required and the Trustee chooses to stay at a private residence a per diem of \$50.00 will be approved (no supporting receipt required).

### **Incidentals:**

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