



Lambton Kent District School Board

POLICY

**SUBJECT: TRAVEL and EXPENSES REIMBURSEMENT FOR STAFF, TRUSTEES
AND STUDENT TRUSTEES**

It is the policy of the Lambton Kent District School Board to fairly and equitably reimburse employees, trustees, student trustees and approved committee members for necessary and reasonable business expenses including use of their vehicles while on approved Board business.

The Board will use as a guide the rate per kilometer that is recommended by the Canadian Automobile Association as it applies to the adopted standard vehicle they choose, and assuming an annual driving distance of 24,000 km. For those who travel occasionally on Board business approved for kilometrage, the Board will pay according to a flat rate grid to reimburse staff for out-of-pocket travel expenses incurred.

The kilometre rates will be reviewed annually as part of the Board's budget process.

Implementation Date: October 28, 1998
Revised: September 26, 2000
Reviewed: September 27, 2005
Revised: March 27, 2007
Revised: January 26, 2010

Reference: Board Regulations and Administrative Procedures
Ministry of Education School Board Expenditure Guidelines
Revenue Canada