



REGULATIONS

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

Employees who use their vehicles to carry out approved Board business during the course of their work day, will be reimbursed for travel expenses in accordance with the following regulations:

1. Effective September 1, 2008, the rate of reimbursement (kilometre allowance) for use of employee owned vehicles shall be \$0.48 per kilometre.
The allowance paid for the use of a personal vehicle is deemed to cover all the costs of operation including insurance, depreciation, gas, oil repairs etc.
Individuals driving a personal vehicle on board business cannot make claims to the board for damages as a result of collision or breakdown.
The above kilometre allowance will be reviewed annually as part of the Board's budget process, and any Board-approved changes will be implemented effective September 1 of each year.
2. Kilometre amounts shall be stated in kilometres traveled. Only kilometres actually driven will be considered for approval and a record must be kept of the actual kilometres driven for submission by claimants along with a brief explanation of the purpose for each trip claimed.
3. All employees claiming traveled kilometres for payment must detail the kilometre expenses on the required forms as supplied by the Board and submitted monthly. Claims should not span more than one school year. An approval by an authorized Board Official must be contained on the form presented for claim. The Accounting Department is not authorized to make reimbursement unless the required approvals are present. Required approvals are as outlined in the Administrative Procedures.
4. Reporting Work Location for Kilometre Determination:
Kilometre allowances will not be paid from home to the first reporting base or from last work location to home.

All employees will be designated from time to time to base location which will be considered their normal place for reporting to work. The appropriate superintendent shall approve changes to an employee's reporting work location for determining mileage claims.

Examples: Itinerant teachers will claim mileage traveled as follows: Total kilometres traveled in a day, less twice the distance between place of residence and their designated Base School from the distance calculated.

5. Flat Rate for Occasional Use of Vehicles:

10 - 30 km additional travel	\$ 7.00
31 - 60 km additional travel	13.50
61 - 90 km additional travel	20.00
91 - 120 km additional travel	27.00
121 - 150 km additional travel	33.50
over 151 km additional travel	40.00

6. Whenever possible, when more than one person from the same school, or from the Education Centre, or from the same general area is required to attend the same meeting, only one will claim the kilometre allowance on the assumption that such people will ride to the meeting together.

7. Reimbursement will be by means of a cheque and not through payroll.

Implementation Date: October 28, 1998
Revised: September 28, 2004, September 27, 2005
Revised: June 24, 2008 (as part of 2008/2009 Budget Approval)
Revised: January 26, 2010

Reference: Board Policy, Administrative Procedures
Ministry of Education School Board Expenditure Guidelines
Revenue Canada