

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

| <b>ADMINISTRATIVE PROCEDURE<br/>NO. 525</b> |  |
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| Effective                                   |  |
| Revision Date                               |  |

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**STAFF TRAVEL EXPENSE REIMBURSEMENT**

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**PURPOSE**

The Moose Factory Island District School Area Board reimburses staff members for out-of-pocket expenses incurred in attending an authorized professional development activity or meeting, and for other out-of-pocket expenses incurred in the performance of work-related duties.

This administrative procedure has been developed to promote financial integrity, accountability, and transparency and to sustain public confidence that the support and expense reimbursement provided to staff members is reasonable and appropriate.

**PROCEDURES**

To maintain standards of effective performance, staff members need to be continually and actively engaged in their own learning throughout their careers.

The Moose Factory Island District School Area Board will reimburse staff members for out-of-pocket expenses incurred in attending an authorized professional development activity such as a conference, workshop, seminar, training course, or meeting or while travelling on Board business in the performance of work-related duties. The Board will reimburse staff members at rates established by the Board, as provided in this administrative procedure and related documents.

The Board will review the rates annually in November of each year for the next upcoming calendar year.

**1. Staff Travel Expenses**

- 1.1 Staff members shall be reimbursed at the Board-approved rate for travel expenses incurred while pursuing work-related duties. For the purpose of distance calculations, the distance will be calculated from the place of work.
- 1.2 Form ADMIN-525-01 Staff Travel and Accommodation Expense Claim will be used by staff members for the submission of approved travel expenses. Rates of reimbursement for the authorized use of personal vehicles on Board business are noted on the form.

## 2. Conferences and Work-Related Duties

- 2.1 Staff members attend educational conferences, conventions, workshops, or job training sessions to enhance their professional knowledge and remain current with trends and directions. The Ministry of Education, the federations and unions, and many other job-specific and subject-related associations provide valuable opportunities.
- ii) Staff are required to submit the event information with their request for authorization to attend the event to the board office.
  - iii) The staff travel itinerary must be approved by the supervisor prior to the staff making travel arrangements.
- 2.2 The budget amount for staff workshop and conference expenditures is set annually by the Board through the budget process.
- 2.3 When prior approval of the supervisor has been granted to attend a conference, workshop, seminar, or training course away from the district, or when a staff member has been requested by the supervisor to attend a meeting or perform a work-related duty outside the district, expenses shall be reimbursed upon submission of Form ADMIN-525-01 Staff Travel and Accommodation Expense Claim, with receipts for all expenses.
- 2.4 Advance discounts should be realized on registration fees where possible.
- 2.5 Travel cash advances may only be provided in circumstances where an individual is unable to use his or her own credit.
- 2.6 All airfare trips will be booked through the travel agency by the staff member who is travelling.
- 2.7 Workshop and conference expenditures may include:
- a) course, conference, or workshop registration;
  - b) travel to the event;
  - c) standard hotel accommodation; and
  - d) meals for the registrant not included in the registration fee.
- 2.8 Travel costs to and from the place where the event is being held will be reimbursed as follows:
- a) if by air, economy class fare, train or special discount fares if available, plus ground transportation;
  - b) if by personal vehicle, the current per kilometer reimbursement rate applied to the distance from community of work to community of the activity as established by an official Ontario or Canadian road map;
  - c) if by vehicle rental, the staff member will be reimbursed for rental fees and gas, therefore, the vehicle must be returned full as required.
  - d) parking fees for the days of the event and the previous evening if necessary;
  - e) meals per diem for Board funded travel to the maximum of the rates established by the Board for breakfast, lunch, and dinner

- f) meals with receipts for trips for Ministry of Education funded travel to the maximum of the rates established by the Ministry for breakfast, lunch, and dinner
  - g) other necessary and reasonable out-of-pocket expenses when supported by appropriate receipts.
- 2.9 Staff members will be reimbursed for hotel accommodation for the days of the event and the previous evening if necessary because of distance or weather. Such accommodation is to be at the hotel in which the event is taking place or in similarly priced accommodations. Private stays with friends or family are acceptable and a cash payment or gift at an amount established by the Board may be provided to the friends or family.
- 2.10 Reimbursement for alcohol and parking fines are strictly prohibited.
- 2.11 Authorized travel changes and/or cancellations must be made by the staff member who is travelling and a valid explanation must be provided in writing to the supervisor for reimbursement of charges for cancellations.
- 2.12 It is the responsibility of the supervisor to monitor the individual expense accounts.
- 2.13 Any part of the Board's budget for staff expenditures that remains at the end of a fiscal year will be treated like any other cost savings in the Board's overall budget.

### **3. Disallowed Expenses**

- 3.1 Expenses incurred as a result of attending community events, such as a community fundraising or charity function, political activities or events will not be approved.
- 3.2 Expenditures for gifts to colleagues, community members, or any other individual will not be approved.

### **4. Submission and Approval**

- 4.1 The immediate supervisor approves staff expense claims. The Business Administrator in consultation with the Board Chair, approves expense claims for the supervisory officer.
- 4.2 Before a payment is processed, the Business Administrator shall confirm that the expense claim meets the requirements of Board policy and this procedure and has received appropriate authorization.
- 4.3 The appropriate expense claim form must be submitted within thirty days of the expense prior to June 1<sup>st</sup>. There will be no reimbursements made after August 31<sup>st</sup>.
- 4.4 All documentation shall be retained in accordance with the Board's record retention policy.

- 4.5 Reimbursable expenditures are those that relate directly to the staff member's job. Disputes about the eligibility of any expense shall be directed to the Business Administrator who will reference the Broader Public Sector Expense Directive. The decision of the Business Administrator is final.

## REFERENCE DOCUMENTS

### ***Legal:***

*Broader Public Sector Accountability Act 2010*  
Broader Public Sector Expenses Directive  
Ontario Regulation 98/02 Teacher Learning Plans

### ***Board:***

Board Policy GOV-21 Trustee Expense Reimbursement  
Form GOV-21-01 Trustee Travel Log and Expense Claim  
Form GOV-21-02 Trustee Travel and Accommodation Expense Claim  
Form ADMIN 525-01 Staff Travel and Accommodation Expense Claim  
Administrative Procedure 500 Financial Integrity  
Administrative Procedure 502 Budget Preparation and Review