POLICY TITLE
Reimbursement for Expenses Incurred on Board Business

1.0 PURPOSE
The Peterborough Victoria Northumberland and Clarington Catholic District School Board recognizes that personnel under its jurisdiction should be reimbursed for specified out-of-pocket expenses and should not suffer financially while travelling on Board business.

2.0 POLICY
It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to reimburse personnel for reasonable expenses incurred while on Board business.

3.0 GUIDELINES
3.1 TRAVEL ON BOARD BUSINESS

3.1.1 The Board shall pay employees travelling on Board business in non-Board owned vehicles at a rate established by the Board. The rate shall be published as part of the Administrative Procedure.

3.1.2 A monthly car allowance shall be available to management staff based in the Education Centre, in accordance with the terms and conditions of their employment. The Human Resources Committee of the Board may recommend additional positions upon recommendation from senior administration. This allowance is considered in lieu of requiring submission of a monthly travel expense claim for eligible mileage within the City of Peterborough. Employees receiving a car allowance shall also be eligible for reimbursement for mileage outside of the City of Peterborough at the same rate and in the same manner as other employees.
3.2 EMPLOYEES ELIGIBLE FOR REIMBURSEMENT

Travel cost reimbursements shall be paid to eligible employees for travel on approved Board business to various destinations as follows:

(a) Employees travelling between work sites, according to Board approved assignments (includes itinerant staff, but not employees who have accepted more than one part-time position).

(b) Employees (and community volunteers) travelling to meetings as members of Board approved committees.

(c) Employees travelling to meetings convened by the Director of Education and superintendents.

(d) Employees travelling within the Board’s jurisdiction on business, with the approval of their supervisor.

(e) Employees travelling outside the Board’s jurisdiction, with the approval of their supervisor.

3.3 TRAVEL ELIGIBLE FOR REIMBURSEMENT

(a) The cost of travel from home to a permanently designated work site is considered a personal expense by the Canada Revenue Agency and is not reimbursable by the Board. Where an employee is required to travel from “home base” to an alternative site or multiple sites within a day, reimbursable kilometrage will be the total distance travelled. Employees who start an assignment from home without visiting their normal work location shall be reimbursed for the shortest normally travelled route from the closer of the employee’s residence or their normal work location to the destination.

Employees are assigned a home base for the purposes of kilometrage calculation. Generally, the home base is the school or site than at an employee is assigned to or coincides with where the majority of their work assignment is completed or service is provided.

Centrally assigned positions may provide service to one or more families of schools, and are generally assigned to the Catholic Education Centre for home base purposes.
Employees are expected to arrange their schedules and travel to minimize the travel time and distance.

(b) All distances claimed for reimbursement shall be determined by the shortest route.

3.4 EVENTS, PROFESSIONAL DEVELOPMENT, AND OTHER EMPLOYEE EXPENSES

The Board shall reimburse employees the actual cost for reasonable expenses incurred on authorized Board business. Reimbursement shall include, but is not limited to, costs incurred by personnel for registration fees, travel, long distance charges, meals, and accommodation when attending approved conferences, conventions, seminars, and workshops.

3.5 Appropriate approvals of the expenses are obtained from a higher ranking employee (for example, immediate supervisor; the Chair of the Board should approve claims initiated by the Director of Education). Travel expenses associated with internal professional development conducted/ initiated by a department shall be approved by the appropriate supervisor or administrative assistant in that department.

3.6 Travel on Board business outside the jurisdiction of the Board shall use the most practical and economical way to travel. Excessive mileage should be avoided where practical by renting a vehicle. If a car is to be rented, the expected option is a compact or economy class. Consideration for making decisions should be based on the circumstances such as accommodation, length of travel, health and safety considerations and should be made in conjunction with the appropriate supervisor.

3.7 Approvers are accountable for their decisions, which should:
• be subject to good judgement and knowledge of the situation;
• be exercised in appropriate circumstances; and
• comply with the principles and requirements set out in the policy and administrative procedures.

Managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining the general intent of the Policy.
4.0 TERMS AND DEFINITIONS

5.0 REFERENCES/RELATED DOCUMENTS

   Broader Public Sector Expenses Directive

6.0 RELATED POLICIES

7.0 RELATED FORMS

8.0 APPROVED BY BOARD

   October 24, 2006

9.0 EFFECTIVE DATE

   May 22, 2012

10.0 POLICY REVIEW DATE

   May 2017

11.0 REVIEW BY

   Superintendent of Business and Finance