

#59088v2
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DJBA-E-1

Claims for Reimbursement from School Funds

1. Schools can claim reimbursement for expenditures paid from school funds (SchoolCash system). The Board Office will charge expenditures to the school budget (SRB) and forward a cheque to the school.
2. The claims for reimbursement should be forwarded to the attention of the Accounting Clerk at the Board Office. Claims should be forwarded on a quarterly basis (September, December, March, and June).
3. The invoices/receipts, statement and spreadsheet will be checked by the Accounting Clerk. Providing the school budget has the available funds, a reimbursement cheque will be issued for all expenditures that qualify.
4. Expenditures that do not qualify include:
 - Computer Software unless approved by the Administrator of Technology
 - Items that have been tendered but the school has chosen to purchase from a different source
 - Equipment and Furniture
 - Supplies that schools have collected fees from students for purchases that do not comply with Regulation DJB-R-1 – Purchasing Procedures

Staff Extra-Curricular Activities

1. Principals can reimburse staff members for expenses by granting an honorarium up to a maximum of \$430.00 per major activity and a maximum of \$110.00 for a minor activity. The honoraria amount should be issued to the teacher by forwarding a Fees for Service form (DPA-R-E1) to the Payroll Department.

The approved amount will be added to the teacher's pay and charged to the school budget. If the school chooses to pay the honoraria from school funds, a cheque for the gross amount should accompany the Fees for Service – Payroll form.

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2. Principals can reimburse staff members for expenses incurred while supervising extra curricular activities. Payment can be made to staff from school funds provided original receipts are provided.

Postage

Schools replenish their own postage stamps or meters and are to pay this expense out of their own operating funds. To claim for reimbursement the stamped receipt issued by Canada Post should be submitted to the Board Office. This should be done at the end of September, December, March and June.

Lab Assistants/Markers

Schools are to submit the Fees for Service – Payroll form for honoraria to the Board Office Payroll Department at the end of September, December, March and June.

Professional Development

Schools can claim reimbursement for expenses incurred for professional development. Original invoices or receipts must be attached to the claim for reimbursement. Reimbursement will be made if sufficient funds are available in the appropriate budget control area.

Outdoor Education (excluding Transportation costs)

All Outdoor Education trips must receive prior approval from the Superintendent/CEO's department. Once approved and taken, a claim for reimbursement can be submitted by letter to the Superintendent/CEO's department. Reimbursement will be made if sufficient funds are available in the budget control.

Transportation

Schools can use school division transportation (if available) or go to an outside contractor for transportation requirements (Outdoor Education Extra

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Curricular). If school division buses are used, the school will be charged by way of a journal entry. This entry will charge the relevant transportation expense account. If the school decides to go with outside contractors there are two methods to follow:

1. Have the contractor invoice the school direct. The school would then pay the money out of school funds and then send the original invoice to Board Office for reimbursement.
2. Have a purchase order issued by Board Office. The invoice can then be forwarded directly to Board Office and the invoice will be paid out of the school budget.

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