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**Expense Reimbursements
(Travel and Automobile)****I. Travel Policy****Introduction**

This directive describes the rules, standards and procedures that apply to authorized persons attending conferences and/or travelling on Division business.

In addition, the travel policy pertains to school business travel. School business travel means travel authorized by a school and for which the school will pay all, part or none of the expenses incurred.

Traveller means a Division employee or member of the Board authorized to travel on Division business.

Division business travel means travel authorized by the Board and for which the Division will pay all, part or none of the expenses incurred.

Travel status means that an employee of the Division or a member of the Board is away from his home and headquarters on Division business travel. Headquarters means St. James-Assiniboia School Division and the area comprising the City of Winnipeg.

Incidental expenses include such items as gratuities, laundry.

Part One:**Authorized Travel for Which the Division Will Pay All Expenses**

Unless otherwise stated, the reimbursement of expenses incurred while on Division business travel is to be applied regardless of sex or marital status of the person authorized to travel. Unless expressly approved by the Board, expenses of spouses of travellers are not included in these arrangements. According to Policy BIBA, Trustees may register at

ADOPTED	REVIEWED	REVISED	PAGE
06/July/82		8/Apr/25	1 of 6
Motion 493-82		Motion 06-07-25	

conferences or meetings of their choice within their annual prescribed budget. It is the responsibility of the Superintendent/CEO or his/her delegate to authorize conference registration and travel of staff.

In general, it is intended that anyone holding travel status shall be afforded transportation and accommodation standards which are comfortable and of good quality. Persons authorized to travel on Division business should not be out of pocket as a result of reasonable expenses incurred, but nothing in this directive is intended to permit payments that could be construed as income or other compensation.

A. Registration Fees

If attendance at a conference, seminar, special course or meeting is approved under Travel Status Part One, the registration or enrolment fees for the trustee or employee concerned shall be paid in full.

B. Transportation Standards

Except for short journeys where the use of a motor vehicle, bus or train is more economical, air travel is the accepted normal method of transportation for Division business travel. Economy class shall be paid. Normally, on arrival at the destination, airport taxi or shuttle service will be used. Special circumstances may require the use of a rental vehicle.

If a person given travel status has been requested to use a private vehicle and the person agrees, reimbursement shall be on the basis of 49 cents per kilometer, traveled. This is intended to offset the cost of ownership as well as operating the vehicle for the period required.

C. Accommodation

Persons travelling on Division business are authorized to stay in establishments which are conveniently located and comfortably equipped, but the use of luxury accommodation is to be avoided.

D. Meals and Incidentals

For each full day in travel status in Manitoba, travellers shall be paid a composite allowance of \$63.00 as reimbursement for reasonable costs for meals and incidental expenses distributed as follows:

ADOPTED	REVIEWED	REVISED	PAGE
06/July/82		8/Apr/25	2 of 6
Motion 493-82		Motion 06-07-25	

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$25.00
Incidentals	\$11.00

For each full day in travel status outside of Manitoba but in Canada, travellers shall be paid a composite allowance of \$80.00 (Canadian Funds) as reimbursement for reasonable costs for meals and incidental expenses distributed as follows:

	(Can. Funds)
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Incidentals	\$10.00

For each full day in travel status in the United States travellers shall be paid a composite allowance of \$80.00 (U.S. Funds) as reimbursement for reasonable costs for meals and incidental expenses.

Travel status will normally include one day prior to onsite registration and one day after the conference has been completed.

If the first or last day in travel status is less than a full day, reimbursement for meals shall be prorated accordingly in addition to the full incidental allowance.

Throughout the total period in travel status, deductions from daily allowance shall be made in respect of meals provided, such as meals en route and those included in conference registration fees. The deductions shall be in the amounts indicated above. In accordance with Division policy, expenses incurred for alcoholic beverages are non-reimbursable.

E. Expenses

Trustees, Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer, Assistant Superintendent, Director, Facilities and Operations, Assistant Secretary-Treasurer and Director, Human Resources attending conferences as representatives of the Board may claim special expenses. These expenses shall be identified and itemized on the expense claim form.

ADOPTED	REVIEWED	REVISED	PAGE
06/July/82		8/Apr/25	3 of 6
Motion 493-82		Motion 06-07-25	

F. Accountable Travel Advances

Travellers may request an accountable trip advance to cover expenses for an authorized trip on Division business. The amount provided shall not exceed 90% of a reasonable estimate of anticipated reimbursable expenses.

Travel monies shall not be advanced earlier than thirty days prior to the commencement of the trip except in cases where monies are required to pre-book travel, registration costs, etc. to take advantage of discounts.

G. Claims Procedure

Claims for reimbursement for expenses incurred while travelling on Division business shall be submitted to the applicable administrator (Chair of the Board, Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer) within 60 days of the completion of the trip on the conference and travel expense form DKC-E-1. Claims for reimbursement by staff shall be approved by the Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer, Assistant Secretary-Treasurer or Supervisor, Accounting and claims for reimbursement by trustees shall be approved by the Chair of the Board.

If the advance for the trip has been supplied through school funds, the claim for reimbursement for expenses incurred shall be submitted to the principal of the applicable school within 60 days of completion of the trip.

The following expenses shall be supported by vouchers, receipts or other appropriate documents:

- a) transportation costs
- b) accommodation
- c) registration costs

Meals and incidentals are covered by the composite daily allowance and vouchers are not required.

Original Boarding passes or copies of electronic boarding passes must be provided if air travel was utilized.

ADOPTED	REVIEWED	REVISED	PAGE
06/July/82		8/Apr/25	4 of 6
Motion 493-82		Motion 06-07-25	

Board Office will record and monitor all travel advances given to staff and will contact staff who have not submitted a Conference and Travel Expense Claim form 60 days after completion of the trip.

Part Two:**Authorized Travel for which the Division will pay part of the Expense.**

The Superintendent/CEO or Delegate may authorize travel to conferences or meetings where the expenses of an individual are subsidized to a fixed amount, and the traveller shall report in full the expenses incurred as per Part One of this policy.

Part Three:**Authorized travel for which the Division will pay none of the Expenses**

The Board may authorize travel to conferences or meetings where the expenses are the responsibility of an individual or another sponsoring organization.

Policy Review

This policy shall be reviewed annually and expense provisions revised accordingly.

II. Automobile Allowances**The Division will pay automobile allowances:**

- a) To personnel required to use their own vehicles in carrying out their assigned duties and responsibilities;
- b) To personnel required to travel between two or more school locations each day to undertake assigned duties (ten month basis - September to June);

Automobile allowances shall be paid on the basis of one of the following methods:

ADOPTED	REVIEWED	REVISED	PAGE
06/July/82		8/Apr/25	5 of 6
Motion 493-82		Motion 06-07-25	

- Payment of a flat monthly rate according to the standardized car allowances set by the Board; or
- Payment of 0.49 cents per kilometer

Reimbursement

Claims for reimbursement for car mileage expenses shall be submitted to the applicable administrator (Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer) within 60 days on the Employee Car Mileage Allowance Claim form DKC-E-2. Claims for reimbursement by staff shall be approved by the Superintendent/Chief Executive Officer, Secretary-Treasurer/Chief Financial Officer, Assistant Secretary-Treasurer or Supervisor, Accounting.

ADOPTED	REVIEWED	REVISED	PAGE
06/July/82		8/Apr/25	6 of 6
Motion 493-82		Motion 06-07-25	