

**EASTERN TOWNSHIPS
SCHOOL BOARD**

Title:

REIMBURSEMENT PROCEDURE

Source:

Adopted:

Reference Number:

**Audit Advisory Committee
Director – Financial Resources**

**Effective as of
July 7, 2015**

P010-01

PROCEDURES

The Director of Financial Resources shall maintain an up to date reimbursement form, available in electronic format and hard copy. Reimbursement claims must be submitted on the current Travel/Expenses Reimbursement form provided by the School Board.

The use of a corporate credit card is accepted for the Director General and the Assistant Director General.

All relevant information and original receipts must accompany the claim. Debit card and credit card transaction slips do not constitute receipts for the purpose of this procedure.

The expense report must be completed in Canadian dollars. Proof of the exchange rate must be provided by the claimant.

Only Travel/Expense Reimbursement forms with original signatures will be accepted.

All claims must be completed electronically to ensure a correct and prompt reimbursement. With the exception of those individuals who do not have access to a computer issued by the School Board. Each expense report must be signed manually.

All claims must be signed and dated by the employee, commissioner or individual concerned.

All claims must be submitted to the designated supervisor for authorization of payment. The employee and the immediate supervisor are jointly responsible to ensure the accuracy of amounts and account codes being charged.

Payment of all claims submitted by the Chairperson of the Board, the Director General and the Assistant Director General shall be authorized in the following manner:

- For the Chairperson of the Board: by the Chairperson of the Audit Advisory Committee;
- For the Director General: by the Chairperson of the Board or the Chairperson of the Audit Advisory Committee;
- For the Assistant Director General: by the Director General;
- In the event of the extended absence of an authorized signing individual, the Audit Advisory Committee may approve the expense claims.

All claims must be submitted on a regular basis (i.e. minimum quarterly). Failure to submit claims within three months from the date of the event may result in non-reimbursement.

MILEAGE REIMBURSEMENT

Clearly indicate the departure and arrival locations, and the reason for the travel when claiming mileage reimbursement.

When traveling between schools/centres/board, the distance identified on the latest version of the Board mileage chart must be applied.

ACCOMMODATIONS

Hotel expenses, including internet fees when necessary for work, must be claimed on the Travel/Expense Reimbursement form. Personal expenses (example: movies, personal telephone calls) and other services are not subject to reimbursement. However, "Club Lounge" (or the equivalent) expenses are accepted, provided these expenses replace a meal.

An allocation of \$40.00 per day, without supporting documents, will be paid when a commissioner or an employee chooses to stay with a friend or relative instead of renting a room.

MEALS

Meals claimed on the Travel/Expense Reimbursement form must clearly identify, on the reverse side of the original receipt, the purpose of the claim and name(s) of guest(s), if applicable, in order to be subject to full reimbursement.

Alcoholic beverages will not be reimbursed.

The reimbursement will be limited to the following maximums (taxes and gratuities included) with the possible exception of representation expenses and expenses incurred for internal events, as per the *Reimbursement Policy* – where the receipts show more than the maximums, only the maximums will be reimbursed:

Breakfast	\$15
Lunch	\$20
Dinner	\$30

Meal expenses may only be claimed when an employee is expected to be away from his/her assigned place of work and normal work schedule.

Employees whose job function requires that they travel on a regular basis on the Board's territory will not be reimbursed for meals when performing their regular job function. If an exceptional circumstance requires them to be at a location within less than 24 hours notice, with prior approval of their immediate supervisor, and the employee is expected to be at that location during his/her normal lunch period, meal expenses may be reimbursed up to the maximum limit established above.

TRAVEL

All travel outside the province must be approved in advance by the Director General or the Assistant Director General.

All travel outside the province by the Director General must be approved in advance by the Chairperson of the Board.