

AP 408 – Employee Travel

Background

Expenditures for travel and expenses must be reasonable and transparent with appropriate accountability and reporting mechanisms. This procedure establishes criteria and processes for the reimbursement of expenses incurred by employees and trustees while performing duties on behalf of the district.

Procedures

1. Employees will be reimbursed for reasonable out-of-pocket expenses necessarily incurred on school district business.
2. A schedule of reimbursement rates for meals and mileage will be established and reviewed annually as part of the district's budgeting process. The schedule of reimbursement rates will be posted on the Finance Department abbyconnect site.
3. Other than rates, which require Board approval for change, the procedures relating to this policy are the responsibility of the Superintendent or designate.
4. Employees and trustees will complete a monthly travel claim voucher itemizing the travel and expenses being claimed.
5. Travel claim forms must be signed by the claimant and duly authorized by the appropriate principal or budget manager.
6. Where there is no prescribed rate as established in 2 above, detailed supporting documentation will be supplied by the employee or trustee to support their claim.
7. The district's travel regulations apply to all funds administered by the district subject to the following conditions:
 - 7.1 Air Travel – will be reimbursed at an amount not exceeding economy rates by the most direct route, as supported by receipts. Additional fare costs incurred for stopovers that are not related to school district business will not be reimbursed.
 - 7.2 Motor Vehicles – if a private motor vehicle is used on school district business by staff members and others who receive an allowance based on kilometers or otherwise, car owners are advised to check in advance with their own insurance agent to secure an appropriate endorsement to their policy if necessary. Reference AP 409-1 Vehicle Insurance Upgrade to Business – Employees Vehicles.
 - 7.3 When a private motor vehicle is used and mileage is claimed, only one person may claim the mileage. Passengers traveling in the automobile may not claim the mileage or the cost of equivalent public transportation.

- 7.4 Rental cars – expenditures for rental cars will be based on receipts submitted. Rental car expenditures will be limited to those cases where use of a private vehicle is impractical.
 - 7.5 Insurance – Expenditures for travel insurance for staff will not be reimbursed.
 - 7.6 Lodging – Reimbursement for hotels, motels, and other lodgings will be based on receipts submitted.
 - 7.7 Laundry and valet charges will not be reimbursed.
 - 7.8 Sundry – Expenditures designated “sundry” will not be reimbursed.
 - 7.9 Entertainment – When entertainment expenses are incurred, the amounts and persons entertained must be separately identified on the claim. The expense must be approved by the Secretary-Treasurer.
 - 7.10 Receipts – Original receipts or vouchers are required for all items.
 - 7.11 Liquor – No reimbursement will be made for liquor purchases.
 - 7.12 Exchange – When travel is in the United States, the equivalent American dollars will be reimbursed.
8. Where an employee makes a claim for expenses that include other persons, the claim must identify the following:
- 8.1 Name of the other person or persons
 - 8.2 If the other person or persons are district employees
 - 8.3 The reason for the expense
 - 8.4 The share of the total cost allocated to each identified person

Reference: [AP 411-1 Insurance Upgrade to Business](#)