

Administrative Procedures Manual	Administrative Procedure 514
	Travel and Expense Reimbursement
	APPROVED: September 2013
Page 1 of 3	AMENDED/REVIEWED: September 2019, December 2020, June 2021, October 2023
LEGAL REFERENCE:	Section 52, 53, 68, 196, 197, 204, 222, 225 Education Act Canadian Income Tax Act 5.81 (3.1) Superintendent of Schools Regulation

Background

Employees of the Division who are required to travel on school/corporate business in the performance of their duties are entitled to be reimbursed as per the financial guidelines or as determined by the Principal or designate of their individual school.

Procedures

1. The Secretary-Treasurer is responsible for the administration of this Administrative Procedure.
2. In computing the expenses allowable, for travel outside of the City of Grande Prairie, the current Grande Prairie Public School Division rates shall apply.
3. Subsistence rates will be established from time to time based on market values. The rates shall be made known to all employees affected by the administrative procedure. Expense reimbursement for the Superintendent of Schools shall align with the expectations identified in the Superintendent of Schools Regulation and the Treasury Board directive on travel, meal, and hospitality expenses.
4. Where staff members are required to use their personal motor vehicle in their day-to-day conduct of assigned duties and responsibilities the following principles shall apply:
 - 4.1 Vehicle compensation is designed to cover costs incurred over and above what would otherwise be incurred by the personal operation of a vehicle.
 - 4.1.1 Grande Prairie Public School Division rates for reimbursement of vehicle expenses will be used for comparison. Reimbursement will be consistent with these rates but will not exceed them when an individual uses his/her personal vehicle.
 - 4.2 Should the employee be required to rent a vehicle in the normal performance of his/her duties and such expense exceeds the amount provided for personal vehicle use, the Division will pay all additional costs associated with the vehicle rental.
 - 4.3 Vehicle operating costs paid will be consistent within the Division.
5. Reimbursement will be based on the following:
 - 5.1 Kilometres traveled will be paid at the current Grande Prairie Public School Division rate. This rate has been developed based on average vehicle operating costs including gas, service, tires, depreciation, cleaning and normal repairs.
 - 5.1.1 Kilometre logs will be reviewed by the administration monthly before submission.
 - 5.1.2 Payment will be for kilometres traveled.

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- 5.1.3 The Division's School to School [Mileage Log and Chart](#) will be used to calculate kilometres traveled for travel within the City of GrandePrairie.
- 5.2 Where the amount of travel is of such a level that extra insurance is required, the additional Automobile Business Insurance will be reimbursed as per current Grande Prairie Public School Division rates upon submission of receipts.
- 5.3 A Kilometre based monthly rate may be developed by collection of six (6) months' worth of representative data. Kilometres traveled will be tracked occasionally to ensure the base rate paid is consistent with current Grande Prairie Public School Division rates.
- 5.4 For those required to use their vehicles only occasionally:
 - 5.4.1 Upon prior approval by the appropriate administrator, a Kilometre claim may be submitted at the end of the month at current Grande Prairie Public School Division rates for kilometres traveled.
 - 5.4.2 Actual kilometres traveled must be logged to qualify for payment.
6. A copy of the schedule of expense reimbursement allowed by each school shall be forwarded to the Division's Finance Department, Division Office. Any changes must be forwarded as soon as they have received Principal approval.
7. Travel and Expense claims are to provide the following information:
 - 7.1 Employee name,
 - 7.2 Home and school address,
 - 7.3 Name/type of activity,
 - 7.4 Date of transaction,
 - 7.5 Costs to be reimbursed, and
 - 7.6 Supporting documentation (receipts).
 - 7.6.1 Receipts must show itemized details of the expense being claimed. The receipt must show the amount, date, place and nature of the expense.
 - 7.6.2 Debit/Credit card slips are not itemized receipts as they do not provide details of the expenses being claimed and will not be reimbursed.
8. Dollar amounts for lodgings, meals, per diem, miscellaneous expenses and kilometres traveled must be entered appropriately. Receipts, where applicable, must be attached. Each column must be added and totaled and extended to reflect the total expense to be reimbursed. Purchases of alcohol with meals will not be reimbursed.

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9. Employees may apply for a travel advance to cover expenses if those expenses are for an extended period of time or if the expected costs are deemed to be excessive.
 - 9.1 Approval of such advances must be obtained from the Secretary-Treasurer or designate.
 - 9.2 A reimbursement cheque must accompany the [Travel and Expense Claim Form \(Form 514-1\)](#) if an employee's expenditures are less than the advance.
 - 9.3 If expenses exceed the advance, the difference will be paid to the employee.
10. Claims must be submitted on (Form 514-1) Travel and Expense Claim Form and signed by the employee and Principal or designate.
11. The Division is not responsible for parking fines or traffic tickets received by employees while on Division business. These will not be reimbursed.
12. Expense reimbursements for all trustees, the Superintendent and the Secretary-Treasurer are published in the audited financial statements for each fiscal year.
13. All employees are advised that expense reimbursements may become a matter of public record.
14. The Grande Prairie Public School Division rates for meals and per km travel are as follows:
 - 14.1 Meal rates:

Breakfast	\$15.00
Lunch	\$20.00
Supper	\$30.00
 - 14.2 Per km travel reimbursement rate is \$0.58/km.