



# PROCEDURE

F-103

## Travel and Expense Claims

**Board Received:** June 13, 2022

**Review Date:** September 2026

**Responsibility:** Superintendent of Business & Treasurer

### **Purpose:**

This procedure establishes criteria and procedures for the reimbursement of expenses incurred by all staff members while performing duties on behalf of the Board.

### **Guiding Principles:**

Expenditures for travel and expenses must be reasonable and transparent with appropriate accountability and reporting mechanisms based on system-wide policies.

The expenses should be necessary and reasonable. Where specified, prior approval of a supervisor or the Board is required before the expense is incurred if it is to be eligible for reimbursement. The Director of Education, or designate, must approve all out-of-province travel.

The Grand Erie District School Board assumes no obligation to reimburse expenses that are not in compliance with this procedure.

Employees will be reimbursed for expenditures submitted on the Travel Expense Claim Form subject to the following parameters:

#### **1.1 Allowance for Use of Personal Automobile**

- i) Individuals will be reimbursed for the use of their personal automobile at the rate approved by the board provided:
  - a) It is the most convenient method of travel;
  - b) The travel is for authorized board business;
  - c) The individual carries a minimum of \$1M public liability and property damage insurance coverage;
  - d) Whenever possible, two or more individuals traveling to the same destination use one vehicle.
- ii) The allowance paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs etc.
- iii) The daily cost of travel from home to the employee's primary worksite is personal use and it not reimbursed by the board. This includes work at night, weekends, or during summer break. Employees will only be reimbursed travel costs in excess of this daily round trip commute for business related activities.
- iv) The site that each permanent employee regularly reports to is that employee's primary location.
- v) In accordance with the Guidelines for Working Remotely, if staff are working from home and required to travel for business related activities, the daily round trip deduction from home to the primary location will still be expected to be made.

- vi) Travel expense is allowable for required travel between sites when the employee's assigned position comprises more than one location (i.e., Itinerant teachers). However, travel expense is not allowable for travel between sites when an employee applies for and obtains more than one part-time position in different locations.
- vii) The approval of the supervisor is required before claims will be processed.
- viii) Electronic versions of the travel expense claim form are acceptable provided that they originate from the person responsible for authorizing the claim.
- ix) Travel for system professional development activities or for elective attendance at Board-sponsored training workshops is not covered.
- x) Travel for clerical staff to the post office, bank etc. and travel for teachers to support school teams and field studies is to be charged to school budget accounts.
- xi) Travel to conferences and workshops is to be charged to professional development budgets. Conference expense claim forms should be used to report this travel.
- xii) Travel claims will not be processed in advance.
- xiii) Custodial project crew will be reimbursed for travel expense between the first site visited each day and their primary support centre that is in excess of 20 kilometers; plus, travel expense between the last site visited each day and their primary support centre that is in excess of 20 kilometers; plus, all travel required between sites.
- xiv) Some itinerant staff do not have primary locations, as such individuals in this group are only eligible to claim mileage between their starting and ending location in a given day as there is no home to primary location deduction.

**1.2 Other Expenses Incurred on Board Business** (i.e. Professional Development, Conferences, or other approved travel)

- i) These claims include but are not limited to, actual out-of-pocket expenses for:
  - a) Courses, conferences or workshop charges;
  - b) Hotel room charges for accommodation in a standard room – no additional reimbursement will be made for suites, executive floors or concierge;
  - c) Short term property rentals (i.e. Airbnb) where the cost would be comparable or less than standard hotel accommodations.
  - d) Meals, if not included in registration;
  - e) Tips and gratuities (to a maximum of 18% unless the restaurant applies an automated gratuity);
  - f) Business telephone calls;
  - g) Rideshare services such as taxi cabs and/or Uber;
  - h) Supervisor approved car rental when a car rental is more economical than the use of a personal vehicle and related mileage;
  - i) Public transportation at the lowest fare practicable;
  - j) Necessary parking fees; and
  - k) Other business expenses (i.e., fax, internet, 407 ETR).

- ii) The following will not be reimbursed:
  - a) Expenses of a personal nature are not eligible for reimbursement (i.e. video rentals, mini-bar charges, fitness facility charges, sightseeing tours,);
  - b) Movies;
  - c) Alcohol or Cannabis products;
  - d) Valet Parking (unless no other option is available)
  - e) Charges incurred by a spouse;
  - f) Parking violations or traffic tickets;
  - g) Auto expenses (reimbursed by per kilometer charge).
  - h) Any purchases restricted by supervisor.
  
- iii) Meals
  - a) Reasonable and appropriate meal expenses will be reimbursed if the expenditure is incurred when the employee is on board business. In all cases, original itemized receipts for the meal must be submitted. Credit card slips or hotel statements with meal charges are not sufficient backup for the expense and do not meet audit requirements.
  - b) Reimbursements for meals (plus exchange rate) are subject to the following limits:
    - For Breakfast - \$12.00
    - For Lunch - \$23.00
    - For Dinner - \$40.00
    - Total for one day not to exceed \$75.00 (This is not a per diem rate)Tips and taxes are included in the daily totals.
  - c) For a full day of meal claims (breakfast, lunch and dinner), individuals have the discretion to allocate the daily total among the meals.
  - d) Reimbursement of meal costs must not include reimbursement for any alcoholic beverages.
  - e) Reimbursement of meal costs will not be permitted where the meal is included as part of a workshop or conference. Exceptions, such as dietary restrictions, may be considered by the employee's supervisor.

### 1.3 Reporting

- i) All claims for approved expenses should be made on the Travel Expense Claim Form or Conference Expense Claim Form which are available on the staff portal.
  
- ii) Travel and Expense Claims can be submitted electronically by the supervisor of the claimant via email to [reimbursements@granderie.ca](mailto:reimbursements@granderie.ca). All receipts and necessary documentation must be attached with submission.
  
- iii) When submitting a statement of expense, the purpose of the trip must be stated in the space provided.
  
- iv) Mileage claims between board locations must align with the Grand Erie District School Board mileage grid found on the staff portal. Claims for travel outside board locations must include a Google map (shortest distance).
  
- v) Claimants must sign the form and attach all invoices/receipts showing the detail of the expense. Credit/debit card slips are not acceptable as they do not provide sufficient detail to authorize payment or meet audit requirements. An acceptable receipt will show what was purchased, a tax breakdown, the vendor's HST number, name and address of how it was paid for (i.e.: cash, Visa, debit etc.). A receipt that only shows the amount paid by credit or debit card will not be accepted.

- vi) Expense claims must be submitted within three (3) months of the date of travel or expenditure, with the exception of travel occurring between June and August, which must be submitted by the due date as outlined in the year-end instructions sent to all staff
- vii) Due to budget management, mileage claims cannot span more than one school year.
- viii) Due to CRA guideline, mileage claims must not span two calendar years.
- ix) Any claim that is submitted after the dates outlined above, will not be reimbursed.
- x) Expense forms will be reviewed and authorized by the principal (for school staff members) or supervisor prior to their submission to Business Services for processing. Expense forms for the Director will be reviewed and authorized by the Chair of the Board.
- xi) The principal or supervisor authorizing the claim is providing their approval as the person knowledgeable about the activity and the one who acknowledges that the expenditure complies with this procedure.
- xii) Final approval will be that of Business Services (Superintendent of Business, Manager of Business Services or designate). This approval is the final check that the claim complies with this procedure. Payment will be processed only after this final checking has been done.

1.4 All amounts reimbursed are subject to the budget restrictions set annually by the board.