



Rolling River School Division

ADMINISTRATIVE PROCEDURE

DLC – EMPLOYEE TRAVEL / EXPENSE REIMBURSEMENT

The Rolling River School Division will reimburse employees for approved expenses incurred while on School Division business in accordance with the procedures outlined herein.

Subject to prior approval, The Rolling River School Division may reimburse employees for expenses incurred related to professional development. The Superintendent, Coordinator of Instruction, Curriculum, and Technology, Coordinator of Student, Clinician, and Pre-Kindergarten Services, or Secretary–Treasurer will consider and provide prior approval for professional development requests and needs.

Expenses and mileage related to attending SAGE, LIFT and Divisional wide inservice events will not be reimbursed.

Definitions:

Business Expenses:

Expenses related to the required regular activities or assigned duties of a job / position such as business meetings, client meetings, supervisory – employee meetings and travel between assigned work sites.

Professional Development Expenses:

Expenses related to activities that promote continued education, growth, and development in an assigned job / position.

Within the parameters of the definitions listed above, determining whether a specific expense is classified as a business or professional development expense shall be at the Superintendent's or designate's discretion.

1. The Superintendent, Coordinator(s), Secretary-Treasurer or designate is responsible for expense claim approval. The Transportation Supervisor will approve Bus Driver meal claims.
2. Employee professional development expenses must receive prior approval from the Superintendent, Coordinator(s) or Secretary-Treasurer.
3. Employee professional development expenses (registration fees, travel, accommodation, meals etc.), will be approved at the discretion of the applicable Senior Administrator. Said expenses may be approved on an actual cost basis or on a per-diem subsidy of total cost basis.
4. All business and professional development expense claims will be submitted within five working days of the end of each month on Divisional Travel and Expense forms available on the Division's homepage or in Division offices. Claims submitted more than 3 months after the expenditure is incurred will not be approved.

5. Original itemized receipts must be submitted with all claims for meals, accommodation, and incidentals.
6. Employee business expenses will be approved for all employees except Bus Drivers according to rates approved by the Board of Trustees (*as per the attached Appendix – Travel and Expense rates*). Bus Drivers on extra-curricular trips will be paid a flat rate of \$15.00 per approved meal claim and will not be required to provide an itemized receipt.
7. An employee that is required to commence business travel prior to 6:15am is eligible for a breakfast meal claim.
8. Each approved business or professional development travel trip must be over 10 kilometres to be eligible for reimbursement.
9. Mileage Claims will be based on actual mileage traveled from the employee worksite or residence, whichever is less.
10. An employee that is required to work in more than one work site/school on the same day may be designated as itinerant will have one work site/school designated as the primary work site. The itinerant employee will be eligible to submit a mileage claim at the business rate based on the travel that occurs on the same day from the primary work site/school to the secondary work site/school.
11. An employee whose primary work site is in a location other than his/her residence will be eligible to claim mileage for business/professional development travel for mileage that is additional travel off the route that would be driven by the employee to travel to work between the employee and his/her primary work site.

Appendix: Travel and Expense rates

Date of Motions: April 20, 2006
 October 22, 2008
 January 12, 2011
 September 17, 2014
 November 1, 2016
 January 1, 2018

Date Adopted: April 20, 2000
Date Revised: April 8, 2004
Date Revised: May 30, 2007
Date Revised: January 12, 2011
Date Revised: September 17, 2014
Date Revised: November 1, 2016
Date Revised: February 15, 2017
Date Revised: January 17, 2018
Date Revised: July 1, 2023



Rolling River School Division

APPENDIX A TRAVEL AND EXPENSE RATES

BUSINESS TRAVEL AND EXPENSE RATES Effective July 1, 2023

Business Mileage Rate:

Reimbursed for kilometers driven is at the rate of \$0.55 per kilometer. (Date of Motion: January 17, 2018)

(Date of Motion: May 10, 2023. Rate effective July 1, 2023.)

Meal Rates:

Breakfast: actual cost to a maximum of \$20.00 supported by original itemized receipts.

Lunch: actual cost to a maximum of \$25.00 supported by original itemized receipts.

Supper: actual cost to a maximum of \$30.00 supported by original itemized receipts.

Daily Maximum: \$75.00

(Date of Motion: May 10, 2023. Rate effective July 1, 2023.)

- Tips for meal service will be paid to a maximum of 15% of actual meal costs. The total cost of tips will be included in the maximum meal rates.
- Meal claims not supported by itemized receipts will be paid to a maximum of \$10.00 per approved meal.
- Alcohol is not an approved expense.
- Bus Drivers on extra-curricular trips will be paid a flat rate of \$20.00 per approved meal claim and will not be required to provide an itemized receipt.

Accommodation:

Actual Manitoba Teachers Society (MTS), Manitoba School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts or a flat per diem rate.

**If accommodations are approved, and the employee chooses to stay at a private residence a per diem of \$50.00 will be approved (no supporting receipt required).

Incidentals:

Actual business-related parking and telephone expenses as supported by original receipts.

PROFESSIONAL DEVELOPMENT TRAVEL AND EXPENSE RATES

Effective July 1, 2023

All professional development rates are at the discretion and prior approval of the applicable Senior Administrator.

Professional Development Mileage Rate:

Reimbursed for kilometres driven is at one half of the Business Mileage rate.

Meal Rates:

Breakfast: actual cost to a maximum of \$20.00 supported by original itemized receipts.

Lunch: actual cost to a maximum of \$25.00 supported by original itemized receipts.

Supper: actual cost to a maximum of \$30.00 supported by original itemized receipts.

Daily Maximum: \$75.00

(Date of Motion: May 10, 2023. Rate effective July 1, 2023.)

- Tips for meal service will be paid to a maximum of 15% of actual meal costs. The total cost of tips will be included in the maximum meal rates.
- Meal claims not supported by itemized receipts will be paid to a maximum of \$10.00 per approved meal.
- Alcohol is not an approved expense.

Accommodation:

Actual Manitoba Teachers Society (MTS), Manitoba School Board Association (MSBA) or School Division discounted hotel rates supported by original receipts or a flat per diem rate.

*If accommodations are approved and the employee chooses to stay at a private residence a per diem of \$50.00 will be approved (no supporting receipt required).

Incidentals:

Actual professional development related parking and telephone expenses as supported by original receipts and prior approval.

Prior Approved Flat Rate Per Diem:

Administrators / Supervisors may approve a flat daily per diem rate for professional development mileage, meals and/or accommodation at a level not to exceed the above established rates. Original itemized receipts must be provided to support the expenses incurred.