

## Administrative Procedure 513 - Reimbursement for Meals and Travel

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### Background

The Division requires staff to incur expenses for meals and travel for Division purposes. Where pre-approved and appropriate, expenses for use of a personal vehicle and meals will be reimbursed. Such costs must be reviewed and signed by the employee and the employee's supervisor. This Administrative Procedure outlines the purpose and guidelines for the reimbursement for meal and travel costs.

#### 1. Rates

- 1.1. The Board shall establish annually at the organizational meeting of the Board the expense reimbursement rates for the Division.

### **Rates and Reimbursements** *(Effective January 1, 2024)*

|   |           |         |
|---|-----------|---------|
| Reimbursement for Use of Personal Vehicle | per KM    | \$0.70  |
| Maximum Allowance for Meals               | Breakfast | \$11.00 |
|   | Lunch     | \$16.00 |
|   | Dinner    | \$24.00 |
|   | Total     | \$51.00 |
| Non-Hotel Overnight Allowance             | Per Night | \$40.00 |

#### 2. Travel and Mileage

- 2.1. The Division reimburses employees that use their own vehicles to travel to conferences, training, etc. on Division business.
- 2.2. Division vehicles are to be used for Division required travel instead of personal vehicles whenever possible. Fuel for the Division vehicles is to be purchased using the following methods, in order of preference:
  - 2.2.1. Division issued fuel credit card, then
  - 2.2.2. Division issued Visa purchase card, then
  - 2.2.3. Personal payment (cash, credit, or debit card)
  - 2.2.4. If a Division-issued credit/purchase card is not available to purchase fuel for a Division vehicle then employees may use a personal credit/debit card for the purchase. Reimbursement of charges on a personal credit/debit card will be at the amount of the charge based on provision of an itemized receipt for the purchase.

- 2.3. To claim reimbursement for use of personal vehicle (mileage):
  - 2.3.1. For travel within the Division boundaries, the Division standard distance chart shall be used for the calculation of distances. The chart will be available on the website.
  - 2.3.2. If travel occurs to a location not included on the Division's current distance chart the employee must submit a distance calculation (or a printout) to the location to which they are travelling, using as the start of travel as the employee's usual location of work based on a recognized website calculation. The Division recognizes printouts from Google Maps, MapQuest and AMA/CAA/AAA as appropriate websites for distance calculations.

### 3. Meals

#### 3.1. *Guidelines to Claim for Meals*

- 3.1.1. Meals may be claimed by an employee as follows:
  - 3.1.1.1. *Breakfast:* The employee is outside the Division and is required to start travel before 7:00 am to directly reach the meeting in time
  - 3.1.1.2. *Lunch* The employee is outside the Division between the hours of 11:30 am and 1:30 pm
  - 3.1.1.3. *Supper:* The employee could not arrive home from travel outside of the Division before 7:30 pm
- 3.1.2. The employee is not to claim a meal as part of the trip where a meal is provided (for example, an employee is not to normally claim a breakfast/lunch/dinner allowance where, at the workshop, a breakfast/lunch/dinner is provided).
- 3.1.3. Reimbursements or costs for meals incurred must be signed off by the employee's supervisor and be reasonably related to Division operations.
- 3.1.4. All exceptions to the meal reimbursement or allowance procedures must be approved by the Secretary Treasurer.
- 3.1.5. Staff can elect to claim a meal allowance or reimbursement, in accordance with clauses 3.2 *Meal Allowances* or 3.3 *Meal Reimbursements*.

#### 3.2. *Meal Allowances*

An employee can claim a meal allowance daily maximum without the necessity for receipts where:

- 3.2.1. The employee is attending on Division business outside of Division boundaries, and is not otherwise provided a meal.
- 3.2.2. Weather conditions may preclude safe travel for the employee to and/or from the meeting location requiring the employee to arrive a day early or leave a day late.
- 3.2.3. The employee is participating in a field trip as a coordinator and/or chaperone and fundraising did not include and/or cover the cost of meals for the trip.

#### 3.3. *Meal Reimbursements*

- 3.3.1. To claim a reimbursement for a meal, an itemized restaurant receipt attached to the Division's approved expense claim form that lists the item(s) ordered is required, up to the maximum per meal allowance.

- 3.3.2. Claims for more than the maximum per meal allowance amounts or non-claimable items will be adjusted by the Division to the amounts allowable and the outstanding amount is the responsibility of the claimant unless otherwise approved by the Superintendent or Secretary-Treasurer; this provision includes those using Division purchasing cards.
  - 3.3.3. If the claim is for meals for multiple people then the claimant must list the names of the people, and where the individual is not a Division employee, the organization(s) to which they belong.
  - 3.3.4. Requests for reimbursement without an itemized restaurant receipt and claims for gratuities without a debit/credit card receipt will not be considered and the charge without further approval by the Secretary-Treasurer is the responsibility of the claimant.
  - 3.3.5. Gratuity is not to exceed 15% of the cost of the meal, without consideration of any taxes.
  - 3.3.6. The Division does not reimburse for alcohol purchases; therefore, all alcohol purchases are the responsibility of the claimant and must not be paid for with a Division credit card or funds.
  - 3.3.7. Reimbursements or costs for meals incurred inside the Division must be signed off by the employee's supervisor and be reasonably related to Division operations.
4. Non-Hotel Overnight Stay Allowance
- 4.1. The non-hotel stay allowance can be requested when a Division employee stays at an alternate location instead of incurring the cost of a hotel room while on Division business (i.e. while attending a conference, multi-day training, etc.).
  - 4.2. Submissions for the allowance are made on the Division's currently approved expense claim form along with the employee's claims for conference/training expenses for the same time period.
  - 4.3. The non-hotel stay allowance may be claimed in conjunction with the applicable meal allowances.
  - 4.4. Travel costs to and from the site of a meeting to the alternate location can be claimed.
  - 4.5. The allowance under this section (including travel) cannot exceed the amount which would otherwise be incurred for staying at a hotel.

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Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act  
Section 248L, Canada Tax Act

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