# *Christ the Teacher Catholic Schools*

# ADMINISTRATIVE PROCEDURES

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| **SECTION:** | 500 – BUSINESS PROCEDURES | **CODE:** | AP 556 |
| **PROCEDURE:** | **TRAVEL REIMBURSEMENT** | | |

## BACKGROUND

The following travel reimbursement procedures have been established to reflect fairness, equity, transparency and responsible environmental stewardship through appropriate energy conservation practices.

## PROCEDURES

1. Employees are responsible each work day for any return trips between their residence and their home school or office. No payment will be made for such travel.

2. For in-town and professional development travel, staff shall be reimbursed at the rate established in the current LINC agreement. All other eligible out-of-town travel will be reimbursed at the Board rate.

3. When a professional learning activity (e.g. reading conference or division curriculum inservice) requires more than one employee from a site to attend, kilometers will be reimbursed for every four (4) staff members or unit of four travelling. This means when: 1-4 staff travel – 1 claim; 5-8 staff – 2 claims; 9-12 staff – 3 claims and so on. Should staff choose to take separate cars, the kilometer rate may be shared at the discretion of the Principal.

4. Costs incurred for division directed meetings and workshops will be paid centrally. As in section 3, staff are encouraged to car pool.

5. Claims for all travel reimbursement will be submitted on the appropriate Division claim forms and authorized by the Principal or Division Office administrator, as appropriate.

6. For attendance at professional development activities funded under the terms of the LINC Agreement, the total reimbursement will be limited by the rates set in the current agreement.

7. In-town Travel Reimbursement Rates

   7.1 Employees (e.g.: teachers, school counselors, or educational assistants) who are scheduled to travel between schools within the same community, shall be reimbursed at the rate of $6.50 per day.

   7.2 Employees who make periodic trips within the community, approved by the school administration, will be reimbursed at a rate of $6.50 per day. Examples would include transporting students for a curricular trip, banking, visiting a home, or mailing a parcel.

8. Daily Transportation of Designated Students to and from School

   Although every effort is made to support bus transportation for designated high needs students, there are circumstances where it is neither practical nor possible. In that event, the Division will enter into a contractual arrangement with parents or an educational assistant to provide that transportation.

   For parent-provided transportation:

   8.1 The Division will reimburse parents at the kilometer rate approved annually by the Board.

   8.2 Payment will be for distances travelled to and from school when the child is in the vehicle.

   8.3 Claims must be submitted monthly using approved forms and authorized by the school administrator.

   8.4 No claims will be paid until there is a signed contract in place for that school year.

   8.5 Kilometers paid will only be for the distances travelled within the geographic boundaries of the Division by the most direct route from the residence to the school and return.

9. For Employee-provided Daily Student Transportation:

   9.1 Reimbursement will be paid at the kilometer rate established annually by the Board.

   9.2 The kilometers will be paid for the most direct route from the residence to the school and return.

   9.3 The time required to provide the transportation will be included on the employee's daily work schedule. The time required will be determined in consultation with the Principal and parent.

   9.4 Claims must be submitted monthly using approved forms and authorized by the school administrator.

   9.5 No claims will be paid until there is a signed contract in place for that school year.

Reference: Sections 87, 108, 109, 110, 175, 231 Education Act
LINC Agreement

Date Issued: November 21, 2007

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