



Administrative Procedure 3020

Expense Claims: Travel, Mileage and Reimbursements

Board Governance Policy Cross Reference: [1, 15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Travel Expense Claim Form](#)

[Mileage Expense Claim Form](#)

[Reimbursement Claim Form](#)

Legal/Regulatory Reference:

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Travel Expense

This procedure describes the rules, standards and processes that apply to authorized employees attending conferences and/or travelling on Brandon School Division business. Travel status shall include enough time to safely arrive at the destination and may include meals that would reasonably occur within that time frame.

The Division shall reimburse employees for expenses incurred while on Division business when these expenses:

- Are in accordance with the policies, procedures and resolutions of the Division;
- Have been claimed on Divisional forms provided for that purpose;
- All original receipts have been submitted;
- The form is coded and authorized by the Supervisor;
- Claims for reimbursement for expenses incurred while travelling on Division business shall be submitted to the applicable administrator within 60 days of completion of the trip.

The following expenses shall be supported by original receipts or other appropriate documents (boarding passes must be provided if air travel was utilized):

- Registration Fees

If attendance at a conference, seminar, special course or meeting is approved, the registration shall be paid in full. An original receipt is to be attached to the *Travel Expense Claim Form*. Wherever possible additional information should also be provided with dates, times, meals etc.

- Accommodation

An employee travelling on Division business is authorized to stay in establishments which are conveniently located and comfortably equipped. An original receipt is to be attached to the *Travel Expense Claim Form*.

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

The private accommodation per diem rate will be adjusted as necessary, every July 1st based on the National Joint Council rate established for private non-commercial accommodation allowance.

- Meal Allowance

For each full day in travel status in Manitoba, travelers shall be paid a composite allowance (per diem) as reimbursement for reasonable costs for meals. The meal allowance rate will be adjusted as necessary, every July 1st based on the National Joint Council rates established for meal allowances, the 75% rate is used for travel in Manitoba.

For each full day in travel status outside of Manitoba, travelers shall be paid a composite allowance (per diem) as reimbursement for reasonable costs for meals. The meal allowance rate will be adjusted as necessary, every July 1st based on the National Joint Council rates established for meal allowances, the 100% rate is used for travel outside of Manitoba.

Note: Gratuities are included in meal allowance per diems.

All per diems are in Canadian Funds.

Alcohol will not be reimbursed.

For partial travel days, the daily allowance is reduced accordingly. Meals included as part of conferences, meetings, or professional development registrations are also excluded from per diems.

- Incidentals

Actual business-related parking, bus and taxi expenses are supported by original receipts.

- Mileage Rate

Employees traveling on Division business outside the City of Brandon boundaries and using a privately owned vehicle shall be reimbursed at the per kilometer rate established by the Division.

Mileage is payable from the employee's designated work location or residence, whichever is the lesser. Accounting and Purchasing Services will use Google Maps to confirm approximate distance. Out of Division mileage must be claimed on the *Travel Expense Claim Form*.

Whenever possible, car-pooling with other attendees in the divisional group is encouraged.

The mileage rate will be adjusted as necessary, every July 1st based on the National Joint Council kilometric rate established for privately owned vehicles in Manitoba.

Mileage Expense

Those employees required to use personal automobiles in the performance of their duties ancillary to their site or as part of a project, program or supervisory duties, the budget of which includes provision for travel costs, and who are not receiving regular car allowances, shall, with the prior written approval of the Supervisor, be reimbursed for kilometers driven at a rate established by the Division.

The *Mileage Expense Claim Form* is a daily log of travel and must be completed by employee, coded and approved by the Supervisor. The form should be forwarded on a monthly basis to the Accounting and Purchasing Services for payment. Employees will be reimbursed by direct deposit.

Reimbursement Expense

Those employees who incur costs in the performance of their duties ancillary to their site or as part of a project, program, supervisory duties shall with prior written approval of the Supervisor be reimbursed. The *Reimbursement Claim Form* must be completed by the employee, coded and approved by the Supervisor. The form should be forwarded to Accounting and Purchasing for payment. Employees will be reimbursed by direct deposit.