



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:

Date Adopted: May 2006

Amended: May 2019

Travel Expense

This procedure describes the rules, standards and processes that apply to authorized persons 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 staff 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

Persons travelling on Division business are 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*.

- Meals and Incidentals

For each full day in travel status, travelers shall be paid a composite allowance (per diem) of \$55.00 Canadian (which includes tips and gratuities) as reimbursement for reasonable costs for meals and incidental expenses distributed as follows:

○ Breakfast	\$11.00
○ Lunch	\$16.50
○ Supper	\$27.50

Note: Expenses incurred for alcoholic beverages are non-reimbursable.

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

- Out of Town Mileage

If a person given travel status has been requested to use a private vehicle and the person agrees, reimbursements shall be as follows:

○ Brandon – Winnipeg – Return	\$170.00
○ Brandon – Alexander – Return	\$ 24.00
○ Brandon – Shilo – Return	\$ 24.00
○ Brandon – Spring Valley – Return	\$ 18.00

All other highway travel is calculated at 40 cents per kilometer, not including travel within city limits. Accounting and Purchasing Services will use Google Maps to confirm approximate distance. Out of town mileage must be claimed on the *Travel Expense Claim Form*.

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. Employee 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.