



## Administrative Procedure 3021

### *Car and Cell Allowances*

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

**Administrative Procedures Cross Reference:**

**Form Cross Reference:**

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**Legal/Regulatory Reference:**

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**Date Adopted:** May 2006

**Amended:** May 2019

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#### **Car Allowances**

The Brandon School Division will provide car allowances to designated employees to travel between two or more school locations as defined in their job requirement.

Monthly car allowances shall be paid to designated employees through payroll specifically identified in writing by the Division at the rates and times as set forth from time to time by the Division.

Designated employees receiving car allowances shall not submit additional claims for travel within the City of Brandon.

#### **Cell Allowances**

The Division will provide a monthly cell allowance to designated employees through payroll specifically identified in writing by the Division at the rates and times as set forth from time to time by the Division.