



**Department: Human Resources**  
**Section: Employee and Labour Relations**

### **Generally**

It is recognized that employees may be required to travel from time to time on work-related business and it is the policy of the AVRSB to reimburse employees' reasonable travel-related expenses associated with the various operations of the Board. Employees may also be eligible for reimbursement of other expenses which arise out of their employment with the Board.

### **Specifically**

Expenses shall be reimbursed as follows:

- 1.0 Employees shall normally submit requests for reimbursement of expenses online using "My AVRSB". Expenses approved to be reimbursed through the NSTU, NSGEU or Non-Union Professional Development Funds will be reimbursed through the claim processes for those funds.
- 2.0 Employees should submit the actual expenses incurred for meals and parking. Reimbursement will be limited to the approved maximum amounts (6.1) and receipts will not be required. In situations where it is reasonable that the employee be reimbursed in excess of the maximum, the employee should not claim the expense online but instead submit the original receipt to their supervisor for consideration of payment.
- 3.0 It is the responsibility of the immediate supervisor to approve/verify payment of expenses submitted by employees who report to him/her. The verification is that the expenses are submitted in accordance with the guidelines including: kilometers being charged are reasonable; that the travel of the employee from home to work has been deducted if required; that the employee was approved for the attendance at the event; and that the claim form is accurate and complete.
- 4.0 The Director of Human Resources (or designate) may request additional information or documentation relating to expenses submitted for reimbursement.
- 5.0 Travel expense will be reimbursed as follows:
  - 5.1 Travel between the residence of the employee and his/her designated office or worksite shall be excluded, and shall be the responsibility of the employee with the exception of employees who are called back to work.
  - 5.2 Travel required to attend to duties, meetings called by Regional Office staff or inservices called by the Board or its agents, in excess of the distance to and from the residence of the employee and his/her designated worksite.
  - 5.3 Employees will normally be reimbursed for travel based on the most economical method of travel, for example, airfare versus metrage versus vehicle rental. If an employee chooses to utilize a more expensive travel option, the claim for reimbursement will be limited to the cost of the more economical option unless approved by their supervisor.

- 5.4 Travel claims should be submitted by the employee on a monthly basis at least.
- 6.0 Expenses will be paid as follows:
- 6.1 Under normal circumstances, the reimbursement of expenses will be limited to the approved Board rates. (Currently the maximum for meals is breakfast \$10.00, lunch \$15.00, dinner \$20.00). Parking is claimable to a maximum of \$4.00 per hour or \$20.00 per day. Alcoholic beverages are not eligible for reimbursement.
  - 6.2 Expenses for a spouse or other individual accompanying the employee will not be reimbursed.
  - 6.3 Reimbursement for the purchase of flowers and other gifts for employees are not eligible expenses.
  - 6.4 Under normal circumstances, expenses for accommodation and meals will only be reimbursed for travel outside of the Region.
  - 6.5 Expenses for meals will be reimbursed when the employee is required to work beyond the normal work day.
  - 6.6 Original receipts for reasonable accommodation must be submitted.
  - 6.7 Reasonable small expenditures where it is either impractical or impossible to acquire receipts may be claimed, such as meter parking and bridge/highway tolls. While receipts are not required, such actual expenditures must be itemized for each travel day.
  - 6.8 The documentation for monthly charges must be submitted prior to the initial approval and will not be required for subsequent payment unless there is a change.
  - 6.9 It is expected that expense claims are submitted not later than sixty (60) days after the expense has been incurred.
  - 6.10 If the immediate supervisor is responsible for the funds then they shall approve the expense from their account and include the cost centre to be charged.
  - 6.11 If the expense is to be paid from a Regional Office account then the expenses approved by the immediate supervisor must be submitted to the appropriate department for a cost centre and approved by the person responsible for the account.
  - 6.12 After the cost centre has been entered and the expense approved, the Expense Report will be forwarded to the Payroll Office in a timely manner for payment.
  - 6.13 Expense Reports must be received by the Payroll Office no later than the Friday after payday in order to be paid on the next pay.

- 6.14 Supervisors are not permitted to reimburse employees for travel expenses that cannot be approved in accordance with these guidelines.

### Monitoring

- The Director of Human Resources is responsible for the implementation, monitoring and revision of this administrative procedure.
- This administrative procedure will be monitored annually.

**Superintendent Approved:** July 25/03  
**Ref:** BP 305.2, Appendix A, B  
**Monitoring Date:** Annually  
**Revised:** March 21/11, March 18/13