



Expense Reimbursements Administrative Procedure 5.80

5.0 Business Administration

Board Governance Policy Cross Reference: 1, 2, 3, 7, 12, 14, 17, 18

Legal Reference:

Date Adopted: August 1976

Date Amended: November 2006, June 2010, June 2016, March 2023, July 2024

Expense Reimbursement

1. Evergreen School Division will reimburse pre-approved expenses incurred by an employee in the performance of their duties.
2. Expense claims shall be submitted to the Secretary-Treasurer's office, on a completed and approved Expense Claim form, within fifteen working days of the end of each month.
3. Original itemized receipts must be submitted and must contain the following:
 - a. Date of the Transaction
 - b. Amount of the Transaction
 - c. Vendor Name and Address
 - d. Purpose of the transaction including an itemized description of the goods or services purchased.
 - e. A Credit Card Slip or Debit Slip alone **does not constitute an official receipt.**
4. Claims not supported by a proper receipt as outlined above will be rejected.
5. Claims that were incurred in a previous school year will be denied.
6. Purchases on personal credit cards should not exceed \$500.00.
7. Employees shall strive to utilize purchase orders or corporate credit cards (as applicable).

Reimbursement of Meals

1. Meal expenses must be pre-approved by a supervisor and will only be approved for travel or professional development purposes.
2. Employees will be reimbursed for meals to a maximum per day. Refer to *Appendix I* for current rates.
3. No alcohol will be reimbursed.
4. Gratuity up to 15% will be reimbursed on top of the above meal maximums.

Travel Expense Reimbursement

1. Where official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. A properly completed and approved Expense Claim shall be submitted within five working days of the end of each month to the Secretary-Treasurer's office.
2. Employees will not be reimbursed for travel to their main worksite.

3. All other preauthorized travel expenses will be reimbursed as per Board Approved Division Guidelines.
4. The Divisional mileage rate will be reviewed and determined by the Board annually, during the budget cycle.

Corporate Credit Cards

See Administrative Procedure 5.45.

Appendix 1 – Schedule of Rates

Mileage
\$0.61/KM

Meals (excluding gratuity)

Breakfast \$12.00

Lunch \$20.00

Supper \$28.00

Total per day: \$60.00