

The following procedures will be adhered to for the purposes of expense reimbursement:

1. Meals:

As the Division is considered to be the workplace, the Division (it) will not be responsible for the meals of any Division employees working within the Division, except as follows:

- a) when an employee is required at a committee meeting which adjourns at meal time and resumes the meeting following the meal
- b) when upon the request of one's supervisor, or in unusual circumstances, an employee is required to be absent from his/her work location at meal time and the employee was not given at least four hours notification of the required absence
- c) maximum meal allowances will be \$15.00 for breakfast, \$20.00 for lunch and \$30.00 for dinner. Original receipts will be required. (Administration Manual – Form 3-E)

2. Travel:

Private motor vehicle allowance is set at 47 cents per kilometre, where possible, the Division vehicle should be used by division office staff.

Expense claim forms are available on-line at the Division Website at www.tmsd.mb.ca (Administration Manual – Form 3-E).

3. Mileage for Itinerant Teachers:

Turtle Mountain School Division, at its discretion, will identify teaching positions as itinerant where those who teach one course or program in two or more schools and where regular travel is required. This circumstance is distinct from those in which one teacher applies and is successful in obtaining two or more positions in two or more schools, these are considered as separate positions and mileage between worksites would not be paid.

The following guidelines will be followed for the purposes of positions deemed itinerant:

1. Where travel between two or more schools or communities is required a home school will be identified. The home school will be that school where the itinerant teacher spends most of his or her time.
2. Itinerant teachers will be paid return mileage at the prevailing division rate from their home school to other schools in which they teach.

STAFF
EXPENSE CLAIM FORM

<u>DATE</u>					<u>PURPOSE</u>	<u># KM.</u>
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____

TOTAL MILEAGE _____

TOTAL NUMBER OF KM. _____ @ .47 PER KM. = \$ _____

(Transfer to page 2)

TRUSTEE
EXPENSE CLAIM FORM

<u>DATE</u>					<u>PURPOSE</u>	<u># KM.</u>
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____
_____	FROM	_____	TO	_____	_____	_____

TOTAL MILEAGE _____

TOTAL NUMBER OF KM. _____ @ .47 PER KM. = \$ _____

(Transfer to page 2)

EXPENSE CLAIM FORM

DATE	DESCRIPTION	ACCOUNT #	AMOUNT

Total non-mileage expenses \$ _____

Mileage expenses (from page 1) Account # _____ \$ _____

Total claim \$ _____

Claimant (Please print)

Claimant (signature)

Supervisor Approval

Date

Date

Notes:

1. All expense claims are to be in to the Division Board Office by Wednesday for payment to be processed on Thursday.
2. All bills and vouchers should be initialed before being attached for reimbursement.
3. Expenses will not be reimbursed without receipts.
4. The School Division does not reimburse alcoholic beverages.
5. Meals max rates: Breakfast \$15.00 ~ Lunch \$20.00 ~ Dinner \$30.00

(Original to be on pink paper)