

Section:	Finance
Policy:	3.06
Revised:	February 2020
Approval:	Motion #173

3.06 Travel Expense Policy

1. Rationale

From time-to-time Staff members are required to travel out of town for field trips, sports events, or special meetings. They should not have to pay out of their own pockets for travel expenses that are directly related to the work of the school. Parents also volunteer to drive students for field trips or to sporting events. Volunteering is essentially a gift for which there is no need for return, however those families who consistently volunteer to drive incur expenses for which some compensation may be offered.

2. Policy

- 2.1. Staff will be reimbursed for reasonable costs of traveling to and from meetings, professional development seminars, field trips, or sports events that they are required to attend as part of their work. Reimbursement for gas will be paid upon submission of receipts.
- 2.2. Staff will be reimbursed for reasonable costs of accommodations that are directly related to the above-mentioned activities.
- 2.3. Staff will be reimbursed for the costs of meals purchased while attending such activities unless meals are included as part of a package
- 2.4. Staff who have children in the school fill a dual role of teacher and parent. Should they volunteer to drive for an event in which one of their own children participate, they will be viewed as parents and will be compensated as any other parent would be. If, however, they are required to drive as part of their job assignment, they will be compensated as usual.
- 2.5. Parents who transport students for field trips or extra-curricular events may be reimbursed provided that they submit receipts for trips in excess of 150 km.
- 2.6. Reimbursements in any other situations will be dealt with by the Board on a case-by-case basis.