



6.04 Employee Expenses

6. Finance - Administrative Procedure Manual

The Pine Creek School Division shall reimburse Trustees and employees for expenses incurred while on Division business when these expenses are:

- a) in accordance with Division policies and procedures;
- b) claimed on Divisional forms provided for that purpose; and
- c) supported with proof of receipts.

Employees are responsible to ensure claims for reimbursement comply with this procedure.

The immediate supervisor is responsible for ensuring that claims for reimbursement conform to this procedure and that no claim for personal expenses is approved.

The Pine Creek School Division will reimburse its trustees and employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by their immediate supervisor at rates and under conditions as Senior Administration may determine. Staff shall submit a leave request at least two weeks prior to the date the expense will incur and is not to proceed with any accommodation bookings without approval.

The Division will reimburse trustees and employees for supplies and materials purchased for use within the Division. The purchaser must receive prior approval from his or her immediate supervisor, or the applicable budget authorizer, to purchase items not feasibly processed by the Division's approved purchasing procedures.

Reimbursements will be processed by online employee expense reimbursement claim forms, accompanied by proof of receipts providing details of the transaction. Debit card slips and credit card slips are not appropriate for reimbursement purposes. Copies of credit card statement details may be required for transactions involving exchange rates.

Upon receipt of the approved claim at division office, employees can expect payment by direct deposit to their financial institution. For further details on claim submission cut off and payment schedule, contact the Accounts Payable desk at the Division Office.

Hotels – employees will be reimbursed for approved hotel costs to a maximum of single room occupancy. Where two or more employees are attending a conference/out of town meeting, double occupancy will be encouraged to reduce cost when reasonable.

Parking – the cost of parking will be reimbursed upon receipt of expenses.

Meals – legitimate and reasonable meal expenses will be reimbursed upon request, with receipt.

Maximum meal rates of reimbursement:

Breakfast - \$10.00 Lunch - \$12.00 Supper - \$17.00

Alcohol purchases are not to be claimed and will not be reimbursed.

The office of the Secretary-Treasurer will monitor claims for compliance and will return any noncompliant claims to the person authorizing the claim for follow-up.

Bus Driver Plug-In Expenses

The annual plug-in reimbursement will be paid to Bus Drivers over the school year with their monthly salary.

Spare bus drivers required to plug in a bus at their residence for 24 hours or more will be paid the daily rate plug-in rate.

The following formula will be used to calculate the annual rate for Bus Driver Plug-In Allowance:

A = Standard Residential Energy Charge per kWh posted by Manitoba Hydro

B = Number of class days between October 1st and March 31st

- i. $A \times 1.45 \text{ kWh} \times 24 \text{ hours} = \text{Daily Plug-In Rate}$
- ii. $\text{Daily Plug-in Rate} \times B = \text{Annual Plug-In Rate}$

Bus Driver Cleaning Expenses

The Division will reimburse Bus Drivers over the school year, along with their monthly salary. This reimbursement is established to cover costs incurred personally by the Driver who is assigned to clean the bus regularly.

The Division will establish the rate of reimbursement for cleaning.

Senior Administration Travel and Expenses

The purpose of this procedure is to provide senior administration guidelines for acceptable travel and expense disbursements. The office of the Secretary-Treasurer will implement controls that provide reporting to the Board of Trustees of these disbursements on a regular basis.

Controls are as follows:

- Senior Administration will adhere to the guidelines established in the Employee Expenses procedure.
- Each month Senior Administration expense claims will be provided to the Board's Finance & Audit Committee Chairperson for authorization.
- During the annual budget process the Board of Trustees will review and establish reasonable senior administration travel and professional development budgets.