

2.0. Human Resources

2.A. Foundations

2.A. STAFF EXPENSE CLAIMS

Adopted: December 10, 2024

Reviewed by Committee:

Policy Reference: EL-1.2

Guiding Principles:

Lakeshore School Division recognizes that during the course of carrying out their duties staff may incur expenses that are eligible for reimbursement by the Division. In general, the Division strongly encourages staff to follow the Division process for requesting purchases orders wherever possible. The Division also has an obligation to ensure that funds are managed in accordance with generally accepted principles of fiscal accountability for the public sector.

Meals:

Unless otherwise indicated in a Collective Agreement, the following will apply:

- In general, staff are expected to provide their own meals for regular workdays unless the Division specifically indicates otherwise. This applies regardless of one's physical location.
- In situations where staff are required by the Division to be away from their regular place of work and outside of the Divisional catchment area for multiple consecutive days they may claim meal expenses up to the allowable provincial government rates for each meal.
- The Division does not cover meal expenses for staff during extra-curricular activities.

Accommodations:

Expenses for overnight accommodations must be pre-approved by the superintendent.

International/Out of Province Travel:

International/Out of Province travel must be approved by the board of trustees. The board will consider a variety of factors including budget and value to the division.

Vehicle Travel:

The Division does not provide vehicles or mileage for travel to or from an employee's home to their regular place of work. In situations beyond this where an employee must travel for work purposes the following will apply:

Eligible work travel applies when:

1. The employee is required by the Division to be at multiple workplaces in the same day. In these situations, the Division will cover travel between the workplaces.
2. The employee is required to travel beyond their regular place of work, in which case they are eligible for compensation for the lesser of:
 - i. The distance from their regular place of work to the place of work for the day.
 - ii. The actual distance travelled to the place of work for the day.
3. Extra-Curricular
4. The travel does not conflict with an exclusion as outlined below.

Employees may **not** be eligible for work travel when:

1. They are attending professional development within the Divisional catchment area.
2. They are representing another organization (for example, union business)
3. They decline a reasonable offer to carpool.

Divisional Vehicles

Where possible staff should travel in Divisionally owned vehicles where distance traveled would not be significantly greater than using a personal vehicle. In addition to cost considerations, Divisional vehicles are equipped with a bus radio for use in emergency situations where there is no cell service.

Divisional vehicles must only be used for Divisional work purposes.

Divisional vehicles must not be taken to personal residences with the exception of taking vehicles home during winter months for the express purpose of checking road conditions or in situations where having a Divisional vehicle at a residence reduces overall mileage of that vehicle or the Divisional vehicle is a school bus.