
ELK ISLAND CATHOLIC S.R.D. NO. 41

CODE: DLA - Policy

LEGAL REFERENCES:

TITLE: Reimbursement for Travel

CROSS REFERENCE:

ADOPTION DATE: January 24, 2001

REVISION DATE:

The Board will reimburse certain Division staff for work-related travel at a rate to be determined by the Board from time to time.

ELK ISLAND CATHOLIC S.R.D. NO. 41

CODE: DLA - Guidelines

LEGAL REFERENCES:

TITLE: Reimbursement for Travel

CROSS REFERENCE:

ADOPTION DATE: January 24, 2001

REVISION DATE:

1. Definition: Work related travel occurs when an employee is expected to use a personal vehicle in carrying out the approved duties and responsibilities of the job assignment.
2. Employees eligible for reimbursement under this policy are as follows:
 - 2.1. Division administrative staff;
 - 2.2. Certificated and support staff designated by the Superintendent; and
 - 2.3. Regular teaching staff whose regular assignment requires travel between schools during the instructional day.
3. Travel for which reimbursement is provided under the terms of this policy does not qualify as a deduction for Income Tax purposes.

ELK ISLAND CATHOLIC S.R.D. NO. 41

CODE: DLA - Procedures

LEGAL REFERENCES:

TITLE: Reimbursement for Travel

CROSS REFERENCE:

ADOPTION DATE: January 24, 2001

REVISION DATE:

1. To qualify for reimbursement, work-related travel must be undertaken with the approval of the immediate supervisor.
2. A log of all work-related travel must be maintained by the employee.
3. A claim for reimbursement must be submitted monthly to the immediate supervisor.
4. Approval claims will be countersigned by the appropriate administrative officer as designated by the Superintendent.