

Administrative Procedure 502

Expense Reimbursement

The Division believes in the importance of involving school system staff in the work of the Division, through various committees, and to promote this involvement will provide financial assistance towards the costs incurred.

Procedures

1. Individuals will be reimbursed for reasonable expenses when expenses are incurred on Division business at a rate established by the Board each year at their organizational meeting.
2. Claims must be submitted within 35 days of incurring an expense for travel on Division-related matters. Claims must be remitted with original receipts.
3. Any credit reimbursements from a second party such as course sponsorship must be submitted to the Division office referencing the code it is applicable to. Please notify Financial Support Services should the credit be sent to Division office directly.

	Superintendent	Trustee	Secretary-Treasurer	Principal	Central Office and Certified Staff
Signing Authority	Secretary-Treasurer	Chair and Vice-Chair	Superintendent	Associate Superintendent	Associate Superintendent

*Secretary-Treasurer is default for all signing authority.

Other

Where out of province travel is by automobile, the per kilometer reimbursement will not exceed the cost of air travel to the same destination.

If travel is by automobile and other employees are travelling to the same destination, whenever possible, delegates will travel together.

Reference: Section 60, 61, School Act

EXPENSE REIMBURSEMENT

Golden Hills School Division #75

Standard Kilometres - One Way

Distances	ACME	CARBON	CARSELAND	DRUMHELLER	GLEICHEN	HUSSAR	LINDEN	ROCKYFORD	STANDARD	STRATHMORE	THREE HILLS	TORRINGTON	TROCHU	BANFF	JASPER	EDMONTON	CALGARY	RED DEER	KANANASKIS	WATERTON	CANMORE
Acme	*	27	96	61	105	114	12	59	83	62	42	41	56	215	500	282	87	111	177	358	
Carbon	27	*	93	35	90	87	37	30	58	68	32	67	44	231	529	303	111	131	203	362	
Carseland	96	93	*	125	42	77	106	66	64	28	113	136	126	193	488	358	69	206	161	269	
Drumheller	61	35	125	*	100	60	66	69	64	96	68	101	81	275	560	279	142	168	229	366	
Gleichen	105	90	42	100	*	49	115	47	36	44	109	143	122	218	504	383	96	231	186	273	
Hussar	114	87	77	60	49	*	121	56	36	52	118	151	131	227	513	392	104	239	228	320	
Linden	12	37	106	66	115	121	*	66	94	91	31	31	44	218	512	296	97	109	189	370	
Rockyford	59	30	66	69	47	56	66	*	26	40	61	94	73	213	501	377	93	160	184	329	
Standard	83	58	64	64	36	29	94	26	*	39	88	121	101	215	500	341	91	178	182	307	
Strathmore	62	68	28	96	44	52	91	40	39	*	87	99	99	177	462	340	52	187	146	290	153
Three Hills	42	42	113	68	109	118	31	61	88	87	*	35	17	260	515	257	132	104	217	375	
Torrington	41	41	136	101	143	151	31	94	121	99	35	*	31	243	490	233	116	67	210	391	
Trochu	56	44	126	81	122	131	44	73	101	99	17	31	*	272	499	240	144	88	239	388	
Banff	215	231	193	275	218	227	218	213	215	177	260	243	272	*	291	423	128	272	77	370	
Jasper	500	229	488	560	504	513	512	501	500	462	515	490	499	291	*	364	414	416	451	658	
Edmonton	282	303	258	279	383	392	296	377	341	340	257	233	240	423	364	*	296	157	390	571	
Calgary	87	111	69	142	96	104	97	93	91	52	132	116	144	128	414	296	*	143	99	376	
Red Deer	111	131	206	168	231	239	109	160	178	187	104	67	88	272	416	157	143	*	239	420	
Kananaskis	177	203	161	229	186	228	189	184	182	146	217	213	239	77	451	390	99	239	*	301	
Waterton	258	362	269	366	273	320	370	329	307	290	375	391	388	370	658	571	276	420	301	*	

*Mileage starting point – regular place of employment

EXPENSE REIMBURSEMENT

Government Announces 2009 Automobile Deduction Limits and Expense Benefit Rates for Business

- The limit on the deduction for tax-exempt allowances paid by employers to employees using their personal vehicle for business purposes for 2009 will remain at 52 cents per kilometer for the first 5,000 kilometers driven and 46 cents for each additional kilometer.