



**Rationale**

Personnel and elected representatives of Island Catholic Schools are often required to travel extensive distances to attend meetings, workshops and in-services. As the schools are located in different areas, ie., Greater Victoria, Duncan, Chemainus, and Port Alberni this is inevitable. A travel expense helps to offset some of the expenses incurred e.g. fuel, wear and tear of vehicle.

**Policy**

Personnel and elected representatives of Island Catholic Schools shall be entitled to reimbursement for out of town travel expenses incurred on school or CISDV business. The reimbursement will be in accordance with rates as established from time to time by the Board of Directors.

**Regulation**

Effective May 7<sup>th</sup>, 2008, ICS personnel and elected representatives will be reimbursed for authorized school business at the following rate:

.48 cents per km

The following will be considered approved distance for purposes of this policy:

- Victoria to Duncan (return) 120 km
- Victoria to Chemainus (return) 150 km
- Victoria to Port Alberni (return) 390 km
- Duncan to Port Alberni (return) 270 km
- Chemainus to Duncan (return) 30 km
- Chemainus to Port Alberni (return) 240 km

Other locations will be based on official distance from city of origin to destination and return.

Unless the situation dictates otherwise the allowance will be based on the ratio of 1 car per 4 adults, when more than one person is traveling from one school.

Meal Allowance

Effective January 25, 2011, ICS personnel and elected representatives will be reimbursed to the lesser of the actual amount paid and the following maximum per diem. Supporting receipts are to be submitted with staff reimbursement form.

|           |         |       |         |        |         |
|-----------|---------|-------|---------|--------|---------|
| Breakfast | \$12.00 | Lunch | \$15.00 | Dinner | \$28.00 |
|-----------|---------|-------|---------|--------|---------|

Claims:

School Employee and Council Members - to submit claims monthly on the approved claim form to the school principal.

Island Catholic Schools Staff, Board of Directors - to submit claims monthly on the



Island Catholic Schools

## BUSINESS PROCEDURES

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TRAVEL ALLOWANCE

705

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approved claim form to the Superintendent.

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|                  | Approved                                |
|                  | Date Approved: January 1992             |
| Cross-reference: | Date(s) Revised: May 2002, January 2011 |