
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: ECG
Policy Title: Staff Mileage Payment
Cross Reference: BHD-A
Legal Reference:
Adoption Date: November 27, 1996
**Amendment or Re-
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June 18, 2013

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION WILL REIMBURSE STAFF WHO ARE REQUIRED TO USE PRIVATE VEHICLES WHILE TRAVELING ON APPROVED DIVISION OR SCHOOL BUSINESS SUBJECT TO THE FOLLOWING REGULATIONS.

REGULATIONS

1. All meetings called under the direction of the Board or Superintendent shall be eligible for reimbursement.
2. Any meetings that staff are directed to attend by the Superintendent whether in or out of the Division shall be eligible for reimbursement.
3. Professional development and in-service activities may be reimbursed if the activity falls under an approved budget allocation and the participant has obtained pre-approval as required.
4. School administrators are authorized to use a portion of their school budget for mileage associated with extra-curricular and co-curricular travel approved at the school level at a rate established by the school.
5. The amount of reimbursement for Division approved business shall be at the rate established by the Board for travel reimbursement.
6. Notwithstanding the mileage reimbursement, designated employees who use their own vehicles for required in town travel business shall be reimbursed a flat rate travel allowance as established by the Board.
7. Employees are encouraged, if appropriate, to submit mileage claims at the end of each month on the approved Travel and Expense Claim form.
8. A deadline for submission of mileage claims for the fiscal school year shall be communicated by the Director of Finance.