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**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-  
affirmation Date:** Sept 26, 2022  
**October 24, 2022**

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**POLICY**

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

**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. Travel for professional development and meetings may be reimbursed if the individual has pre-approval.
4. The amount of travel reimbursement for division approved business shall be at the rate established by the Board.
  - 4.1. Staff who use their private vehicle for approved in town business travel may be reimbursed a flat rate travel allowance as established by the Board.
5. Employees should submit mileage claims monthly via the approved Travel and Expense Claim form.
6. A deadline for submission of mileage claims for the fiscal school year shall be communicated by the division.
  - 6.1. Reimbursement claims that are submitted after the deadline for submission of mileage claims for the fiscal school year shall not be reimbursed.