



## **Background**

When an employee of the school is required to attend a professional development event or a business meeting or another school-related activity, and the employee's attendance is pre-authorized by his/her supervisor, the employee will be reimbursed for reasonable expenses associated with attending the event.

Administrative Procedure 515 Purchasing provides additional details about use of CGCS Purchase Cards and permitted employee expenses.

## **Procedures**

1. In order to be reimbursed for reasonable expenses associated with CGCS work, AF513 is to be completed, signed by the supervisor and submitted to the Board office with receipts attached.
  - 1.1. Reimbursement forms must be submitted within one (1) month of purchase/expenditure.
2. When an employee is required to use his/her personal vehicle to travel outside of Calgary in order to attend a professional development conference or business meeting related to the school, the employee will be reimbursed consistent with the maximum amount set by the Federal Government i.e., the CRA rate.
  - 2.1. Reimbursement for travel by personal automobile is 0.61 cents for the first 5,000 km driven; and 0.55 cents per kilometer driven after that accumulated distance.
  - 2.2. Employees are expected to use modest means in travel and to choose the most reasonable and cost-effective option which may include a personal vehicle, rental vehicle, public transportation such as bus plus taxi, or airline when the fare and/or time involved make this option the most reasonable and cost effective.
  - 2.3. To the extent reasonable or possible, staff members attending the same function will be expected to travel together. The staff members may agree on the use of one person's private vehicle, or rent a vehicle to provide transportation for two or more parties. Sharing is less than the cost of two or more private vehicles travelling to the same destination. An employee who refuses shared transportation may not be eligible for reimbursement because of the additional expense to the school.

3. Expenses that are most typically reimbursed include:
  - 3.1. Meals – to a reasonable daily allocation. Attach receipts to the purchase card statement. When a receipt is not provided, such as when the employee uses his/her personal funds rather than the CGCS purchase card, the maximum per diem claim is \$51 (Dinner = \$25.00, Lunch = \$15.00, Breakfast = \$11.00);
  - 3.2. Accommodation – at conference rates;
  - 3.3. Transportation—at the lowest available airfare/mileage from CGCS to destination and parking as required;
  - 3.4. Registration fees;
  - 3.5. Personal items will not be reimbursed. Snacks and beverages during the day such as sodas, coffee, and tea are considered personal items. Alcohol is not eligible for reimbursement;
  - 3.6. Any foreign travel must be approved in advance by the Superintendent; and
  - 3.7. Combined travel with other professional or personal activities must be approved in advance by the Superintendent, and if approved, only the portion directly related to CGCS business may be claimed for reimbursement. Air fare associated with combined travel is reimbursed at no more than the lowest rate available on the day that the employee completes his/her CGCS related travel.

Reference:  
Education Act, s.52, 53, 54, 68, 196, 197, 204, 222, 225