

FORT LA BOSSE SCHOOL DIVISION

TITLE - **EXPENSE AUTHORIZATION/
REIMBURSEMENT**

POLICY - **DKC**

Cross Reference - **GCIF**

Resolution # - 26/18

Legal Reference -

Last Reviewed - 12/02/18

Fort La Bosse School Division employees may be reimbursed for approved expenses incurred through the performance of duties and business of the Division where such duties and business have been authorized.

Citizen members of Fort La Bosse School Division committees, or those citizens appointed by the Board to perform specific duties on behalf of the Division, may be reimbursed for expenses incurred through the performance of duties and business of the Division where such duties and business have been authorized.

Statements of Account will be submitted on a regular and timely basis. Reimbursement for approved expenses will not be payable until a certified Statement of Account (expense claim) showing the work or service performed, the date such work or service was performed and expenses incurred has been approved by appropriate administrative personnel and filed with the Secretary-Treasurer.

Receipts will accompany all claims for expense reimbursement, with the exception of travel claims based on a rate per kilometre. Failure to provide receipts may constitute cause for refusal to accept a claimed expense.

Approved expenses may include, and are not limited to:

- Mileage Allowance
- Alternate Travel Arrangements
- Accommodation
- Registration Costs
- Meal Allowance
- Honorariums

