

FORT LA BOSSE SCHOOL DIVISION

TITLE – REIMBURSEMENT TO STAFF FOR INSERVICE POLICY - GCIF ACTIVITIES

Resolution # - 74/18

Cross Reference - **DKC**

Legal Reference -

Last Reviewed - 23/04/18

The Board will reimburse staff members who, through their attendance at PD activities, incur expenses that are within acceptable guidelines. The available support funding may be provided in conjunction with another group or organization.

Subject to available budget, expenses eligible for reimbursement may include:

- transportation
- accommodation

Before the date of the planned PD session, staff members should determine:

- what, if any, part of their costs may be eligible for reimbursement
- if eligible expenditures may be subject to a pro rata distribution

Whenever appropriate, staff members travelling on School/Division business are expected to car pool or, if it is available, use the Division vehicle. Those who choose to travel by themselves when other options are available may be subject to either a travel discount or forfeit any claim for reimbursable travel payment.

All claims for reimbursement should be made using the appropriate form-**GCIF-E**.

