



POLICY:	A:04
EFFECTIVE:	April 24, 2007
AMENDED:	
RELATED POLICIES:	Pr A:04 A:27 Pr A:27
REPEALS:	Replaces A:04 Compensation For Use of Auto, A:06 A:25
REVIEW DATE:	2007-2008

1.0 OBJECTIVE

To provide procedures for authorizing and/or reimbursing employees for expenses related to travel, meal, and professional development fees.

2.0 GUIDING PRINCIPLES

- 2.1 The Windsor-Essex Catholic District School Board believes that any employee may be compensated for expenses incurred in the use of their private vehicle in the performance of their employment duties.
- 2.2 The Board shall pay employees traveling within the County of Essex on Board business in non-Board owned vehicles at a rate established by the Board.
- 2.3 For travel outside the County of Essex incurred while on official Board business, the means of travel chosen should be the most economical and employees will be reimbursed at the rates set out within this policy and its supporting procedures.
- 2.4 Subject to authorization and approval by the appropriate supervising officer and subject to amount limits set through Board Procedure, the Board shall pay the reasonable meal costs incurred by Board employees while performing Board business, including the reasonable costs of meals incurred when traveling.
- 2.5 The Board recognizes the need for staff to be informed with regard to current educational issues and practices and educational conventions. Staff development opportunities such as conferences and seminars are a significant means of assisting staff to be informed with regard to educational matters.
- 2.6 No employee shall be reimbursed or advanced funds unless all provisions of the Board's policies and procedures are followed and all prescribed Board forms, including cheque request forms, expense reports, and mileage reimbursement forms are properly completed and filed with the designated parties.

- 2.7 Cash advances will be kept to a minimum and will be limited to unusual circumstances where appropriate prior approvals are obtained.

3.0 SPECIFIC DIRECTIVES

For Travel Within the County of Essex:

- 3.1 There shall be two forms of compensation:
- a. Monthly Car allowance (CARA) or
 - b. Mileage Allowance (MILA)
- 3.2 To be eligible, the employee shall:
- a. be the driver of the vehicle or be responsible for the vehicle expenses;
 - b. be unable to travel with another employee attending the same function;
 - c. be specifically and individually instructed by their supervisor to perform a service or attend a function.
- 3.3 To be reimbursed, the mileage per single round trip shall be:
- a. in excess of 5km or
 - b. Accumulated to over 5 km per week.
- 3.4 An alternative process specified in any collective agreement or personal service contract shall be an exception to this policy.
- 3.5 Travel to and from home shall not be reimbursed.

For Travel Outside the County of Essex:

- 3.6 Where air or train fare can be obtained at less cost than the mileage allowance, those methods of transportation shall be used, subject to time and availability.
- 3.7 Where section 3.6 does not apply, the employee shall be compensated for his or her auto expenses according to the rates set out in the “Out of District Mileage Allowance” (Appendix A) attached, provided:
- a. The employee is the driver of the vehicle or is responsible for the vehicle expenses.
 - b. The employee is unable to travel with another employee attending the same function.
 - c. Be specifically and individually instructed by their supervisor to perform a service or attend a function.
- 3.8 Overnight accommodation shall be provided only for events held at distances greater than 150 km from Windsor. Corporate and government rates shall be utilized wherever possible.

- 3.9 Meal expenses and all other expenses shall be supported by receipts and with supporting documentation explaining whose meals or expenses are being claimed and why the expense was incurred.
- 3.10 For all travel outside the County of Essex all employees shall receive prior approval and authorization for payment as follows:
- a. Academic and non-academic staff from their respective Superintendent upon recommendation from their immediate supervisor for travel within Canada.
 - c. Academic and non-academic staff from the Director for travel outside of Canada.
 - d. Superintendent from the Director.
 - e. Director from the Chair of the Board.

For Travel With Respect to Professional Development Including Conventions/Conferences/Seminars:

- 3.11 Academic and non-academic staff shall be entitled to attend conventions, conferences or seminars, subject to obtaining the required authorization and approval as prescribed in section 3.10 of this policy.
- 3.12 Funding for such conventions, conferences or seminars may include registration fees and travel and may also include other expenses as approved and authorized pursuant to section 3.10 of this policy. This funding shall be within the limitations of the Board's annual budget for such purposes.
- 3.13 Where the Director of Education requests or requires such staff to attend a convention, conference or seminar on behalf of the Board, all reasonable expenses shall be paid by the Board.
- 3.14 Attendance at an event outside of North America shall be recommended by the Director of Education and shall be submitted to the Board for approval.

4.0 RESPONSIBILITY

- 4.1 It is the responsibility of each employee to obtain the necessary pre-authorization before engaging in any travel and/or professional development conventions, conferences, or seminars.
- 4.2 It is the responsibility of each employee to provide the necessary documentation to support expenses.
- 4.3 It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.

5.0 REVIEW AND EVALUATION

- 5.1 The effectiveness of this policy shall be assessed through trustee and staff satisfaction measures.
- 5.2 This policy shall be reviewed during the 2007-2008-policy review cycle.

6.0 REFERENCES

- Procedure A:04 – Travel, Meal, Professional Development, and Compensation For Use of Auto.
- Policy A:27 - Purchasing Cards.
- Pr A:27 – Purchasing Cards.

7.0 APPENDICES

- Appendix A: Out of District Mileage Allowance



Windsor-Essex Catholic District School Board

OUT OF DISTRICT MILEAGE ALLOWANCE

A:04

APPENDIX A

A standard mileage allowance is provided to the following cities:

Brantford	246.00
Chatham	69.00
Hamilton	280.00
Kitchener/Waterloo/Guelph	258.00
London	171.00
Mississauga	302.00
Niagara Falls	343.00
Owen Sound	352.00
Sarnia	146.00
Stratford	216.00
Toronto (including the Greater Toronto Area)	334.00

Destinations further than the Greater Toronto Area are paid at \$.46 per kilometre.

Revised October 26, 2006
