

**TRAVEL EXPENSE REIMBURSEMENT—SCHOOL AND SCHOOL COUNCIL**

Policy and Procedures 211

Policy

Teachers, support staff, principals, and members of local school councils who are required to travel on school or school council business shall be reimbursed for reasonable out of pocket expenditures in accordance with the following guidelines:

Procedures

1. Local School Councils shall establish and approve a budget to meet the anticipated travel needs of teachers, support staff, principal and council members.
2. Reimbursement of expenses may cover accommodation, meals and travel. School Councils should reference CISPG rates established in Policy 210.
3. Claims should be submitted with receipts on the standard form.
4. Expense claims from teachers and support staff must be authorized and approved by the principal prior to submission.
5. Principal claims must be submitted and approved by the School Council Treasurer, who verifies that the claim meets the criteria. The Treasurer does not approve Principal travel, as that is role of the Superintendent.

References:	Date: August 2023
	Revisions: