

## **EMPLOYEE EXPENSE REIMBURSEMENTS**

### **Background**

School-based staff members incur personal financial expense when they are required to travel away from their school for meetings, professional development or other job required duties.

### **Procedures**

1. School-based administrators must be able to operate within the NLSD No. 69 site-based decision-making framework when determining support from the school budget.
2. Division staff shall be compensated at the same rate as trustees for travel and subsistence and total compensation for school-based staff member expenses shall not exceed the amounts established in various categories for Board Members.
3. School administrators should approve travel and subsistence in advance of any activity. Every effort shall be made to use division or school vehicles, or car pool as this procedure is not intended to support multiple vehicles traveling to the same event.

Reference: Section 60, 61, School Act