

Appendix B – Business and Personal Travel Guidance

This table assists with processing employee reimbursements that are considered business travel and identifies what budget covers the expense.

Item #	Description	Additional Notes	Reimbursable (Yes or No)	Budget Category
1.	Travel between home and primary work location		No	N/A
2.	Unauthorized travel		No	N/A
3.	Professional development and conferences at Board's request with Supervisors approval, as part of employee's job function		Yes	Dept. Budget
	In-Service (PA day or non-PA day) at Board's request as part of employees job function	Normal mileage claim procedure unless transportation is being provided	Yes	Dept. Budget
4.	Conferences and educational courses/seminars for employee's personal development or accreditation	Examples: Masters, AQ Courses, SOQP courses	No	N/A
5.	Board meeting travel	School staff requested to attend meeting	Yes	Central Budget
		CEC Staff	No	N/A
6.	Bank and post office travel	School Staff	Yes	Central Budget
		CEC Staff	Yes	Dept. Budget
7.	Staff social events	Examples include but are not limited to: retirements, Christmas functions, staff social events	No	N/A
8.	School Events- catholic school council meetings, prom, graduation, sacraments	Travelled by Principal, Teachers, Council members	No	N/A
9.	Board organized catholic school council events	Examples: Annual Conference, CPEC meetings	Yes	Central Budget
10.	Travel related to sporting events, teams, clubs, excursions, tournaments	Transportation provided to the event	No	N/A
		Principal approved: coach or supervisor only in their own vehicle	Yes	School Budget
11.	Employees requested by the Board to travel to work outside their work calendar (weekends and holidays)	Travel to alternate work location follows the policy guidelines of incremental kilometer reimbursement	Yes	Dept. Budget
		Travel to primary work location	No	N/A

Item #	Description	Additional Notes	Reimbursable (Yes or No)	Budget Category
12.	Funeral visitation/attendance – For current/active employee of the Board (superordinate, subordinate or colleague)	Travelled by all Board employees	No	N/A
		Travelled by the immediate supervisor: Principal/Manager – one representative of the Board	Yes	Dept. Budget
		Travelled by the Director/Superintendent - as determined by the Director	Yes	Dept. Budget
	Funeral visitation/attendance for a current student	Travelled by Principal/Assigned Teacher Travelled by the Director Superintendent – as determined by the Director	Yes	School Budget/ Dept. Budget
	Funeral visitation/attendance for retirees and related family of all Board employees	Travelled by all Board employees	No	N/A
		Travelled by the Director/Superintendent – as determined by the Director	Yes	Dept. Budget