

## Appendix A – Reimbursement for Expenses Incurred on Board Business – Expense Guidelines and Approved Rates

The rate of kilometer reimbursement will be aligned with the Canada Revenue Agency (CRA) allowable rates.

Reimbursement Rate (\$CAD) (*)
For travel dates effective January 1, 2022
<ul style="list-style-type: none"><li>• \$0.61 per kilometer for the first 5,000 kilometers per calendar year and</li><li>• \$0.55 per kilometer after 5,000 kilometers</li></ul>

(\*) Rates will be periodically reviewed by the Board

It is the responsibility of the employee to keep track of kilometres driven and report and claim reimbursement accurately using the Travel Expense Form

Mileage claims should be segregated by calendar year to ensure compliance with the CRA mileage rate.

See Appendix B for guidance and examples of the types of travel that are reimbursable

Approved Board business travel includes:

- Employees travelling between work sites, according to Board approved assignments (includes itinerant staff, but not employees who have accepted more than one part-time position)
- Employees (and community volunteers) travelling to meetings as a member of Board approved committees
- Employees travelling to meetings convened by the Director of Education and Superintendents
- Employees travelling within the Board's jurisdiction on business with the approval of their Supervisor
- Employees travelling outside the Board's jurisdiction, with the approval of their Supervisor