

## Administrative Procedure 513

---

# TRAVEL EXPENSES

## Background

All employees who necessarily incur expenses while travelling on Division business will be reimbursed for travel, meals, and accommodation at a standard rate.

## Procedures

### 1. Mileage

- 1.1 All employees who necessarily use their personal vehicle to travel while conducting Division business and who are not covered by any other formal agreement will be reimbursed on a per kilometer basis.

The rate as posted by the Government of Alberta is:

\$0.57 for approved business travel in and outside the city

- 1.2 Employees are responsible to monitor traveled kilometers. Discretion in travel is to be demonstrated. Where possible the lowest cost option is to be selected. Travel must be approved by the employee's Supervisor to be eligible for reimbursement. Employees must submit approved expense statements to Accounts Payable Department personnel for reimbursement.
- 1.3 Eligible business travel includes travel distance between primary work site to other work site(s) or an in-service site(s). If travel occurs at the start or end of the work day then the eligible travel distance is the actual travel distance minus the travel distance to/from primary work site or residence.
- 1.4 This reimbursement rate does not apply to employees who opt to use business travel as an employment expense as provided under the Income Tax Act (T2200 form).

### 2. Division Related Travel

- 2.1 Prior to incurring any expenses in relation to Division related travel, an employee must first complete a travel request by going to <https://travel.ecsd.net>. As part of the request for Division-related travel, the employee must complete the estimate portion of the expense section by entering all estimates in <https://travel.ecsd.net>. Upon submission, requests will be reviewed by the employee's manager / principal / superintendent. The employee shall include, where applicable, a copy of any conference schedules, itineraries or programs, including information regarding provided meals, as support materials for the approval. Within two weeks of the ending of the Division related travel, the employee must complete the expense portion of the Travel Request under "Actuals" in <https://travel.ecsd.net> and upload all associated receipts. With prior authorization of the Principal, Superintendent or Chief Superintendent, employees traveling on Division business who incur expenses for meals shall be reimbursed on per diem, or actuals to a maximum of twice the amount of per diem. The Principal, Superintendent or Chief

Superintendent may advise the employee whether per diem or actuals will be reimbursed:

Meals

Breakfast: \$13.00 Cdn per diem

Lunch: \$18.00 Cdn per diem

Dinner: \$28.00 Cdn per diem

The per diems are determined as posted by the Government of Alberta.

- 2.1.1 Receipts are not required for meals unless the daily allowance of \$59.00 Cdn. is exceeded. Liquor and wine are personal expenses and excluded from meal reimbursements. Where meals are provided at conferences, etc. any claim in lieu will be disallowed.
- 2.2 If the employee has been issued a Division PCard, the employee must use the PCard for all expenses other than mileage. Advances are not available for these employees.
- 2.3 This Administrative Procedure will be reviewed annually each spring.

Adopted: April 3, 2000

Reviewed/Revised: June 28, 2013, June 30, 2017, December 11, 2018, February 5, 2021, February 1, 2024, August 26, 2025

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 204, 222, 225