



# Policy: Travel Expenses

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## 1.0 Policy Statement

- 1.1 The Superior North Catholic District School Board is committed to operational and fiscal effectiveness in all of its partnerships, based on Catholic values. As a designated broader public sector organization, the Board will ensure it complies with specific guidelines or directives designed for the broader public sector (BPS). Key principles to be observed are: accountability, transparency, value for money and fairness.
- 1.2 The Board recognizes that personnel required to travel in the course of their duties should have reasonable expenses reimbursed as a result of that traveling.
- 1.3 An allowance will be paid on the basis of distance traveled. Programs should be planned by personnel on such a basis as to limit the traveling to a minimum. Under normal circumstances, no expenses shall be paid for travel to and from work.
- 1.4 Any extraordinary or unusual expenses incurred while traveling, that a staff member feels should be paid by the Board, must be requested in writing, with appropriate reasons. This request may be approved at the discretion of the Director of Education, or designate.

## Approval and Review Dates

Prior Date Approved: N/A

Revised Date Approved: December 11, 2017

Review Prior To: December, 2020

Reviewed by: Policy Committee, Administrative Council