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EXPENSE AND TRAVEL REIMBURSEMENT POLICY

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- 4.6 Claims for reimbursement by staff members are submitted to the immediate supervisor for authorization.
- 4.7 Trustee claims are submitted to the vice-chair of the Board for authorization.
- 4.8 Claims for the vice-chair are submitted to the chair of the Board for authorization.
- 4.9 School council member and non-trustee Board committee member claims are submitted to the appropriate senior administration member for authorization (director of education or superintendent of education).
- 4.10 Claims for reimbursements of any costs associated with travel on Board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	December 15, 2009	
	June 26, 2012	
	November 26, 2019	