



4206 EMPLOYEE REIMBURSEMENTS

Policy Type: Administrative
Applies To: Employees
Approved By: LCS Head of Schools
Policy Reviewed: every 2 years
Adopted: 09 2024
Revisions:

This policy was previously included as a subsection of 3106 Professional Development Policy. The policy is expanded to include all reimbursements for school related travel expenses.

1. PROFESSIONAL DEVELOPMENT REIMBURSEMENTS

- (a) Teaching staff may use the full amount of their discretionary amounts for fees for conferences, workshops, courses or programs. Principals may allocate from their campus professional development budget any outstanding balance of fees not covered by the teacher's discretionary allotment.
- (b) Where possible, fees for professional development will be paid directly by the school, and not paid from an employee's personal credit cards or accounts.
- (c) All professional development expenses must be pre-approved by the principal or manager.

2. TRAVEL REIMBURSEMENTS

- (a) Travel reimbursement for personal use of a vehicle is \$0.60 per kilometer.
- (b) Employees should use personal transportation or public transportation, whichever is most economical and efficient, when traveling to and from professional development or other events as required. Receipts must be submitted for any reimbursement request.
- (c) Hotels or accommodations should be booked directly by the school whenever possible. Employees may book one night in advance of a scheduled event and one night after an event if warranted by travel schedules. Additional nights accommodation will be included on payroll as a taxable benefit, or must be paid directly by the employee with no reimbursement. Receipts must be submitted for any reimbursement request.

3. MEAL STIPENDS

- (a) Meal stipends may be provided for meals required while traveling to and from, or during a professional development event or work related travel, unless meals are provided as part of the conference or workshop program.
- (b) Meal stipends for 2024-2025 are listed below. Receipts are not required.
 - Breakfast: \$15
 - Lunch: \$18
 - Dinner: \$25

4. SECONDMENTS, PERSONAL BUSINESS & PERSONAL TRAVEL

- (a) LCS employees may not claim reimbursement for any personal business expenses (i.e. external consulting) or secondments (universities, Ministry of Education & Childcare) and must make any claims directly to the external agency or authority.
- (b) LCS employees may not claim any reimbursements for personal travel expenses or meals for dates outside of the reasonable period of travel (24 hours) before or after a scheduled professional development event or work-related requirement.

RELEVANT POLICIES

3106 Professional Development Policy

Reviewed: 09 2024