



Expense Reimbursement

Employees of the division shall be reimbursed for all approved expenses incurred in carrying out school division business.

Mileage Rate

The mileage rate for the use of private vehicles to perform authorized division duties shall be established by the board and be the same for all individuals. Mileage claims will be based on mileage traveled from the employee worksite or residence, whichever is less. The current rate is \$0.50 per kilometer.

Meal Rate

Eligible meal reimbursements for employees are provided as a per diem in the total amount of \$45.00 per day.

Please note that itemized receipts are required.