



### **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 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 40¢ per kilometer.

#### **Meal Rate**

Eligible meal reimbursements for employees are as follows:

- Breakfast - \$10.00
- Lunch - \$15.00
- Supper - \$20.00

Please note that receipts are required.