Niagara Catholic District School Board

EMPLOYEE REIMBURSEMENT OF TRAVEL EXPENSES

ADMINISTRATIVE OPERATIONAL PROCEDURES

200 – Human Resources **No 201.4**

Adopted Date: December 22, 1998 Latest Reviewed/Revised Date: March 3, 2026

In keeping with the Mission, Vision, and Values of the Niagara Catholic District School Board, the following are the Administrative Operational Procedures for the Reimbursement of Travel Expenses.

PREAMBLE

All travel expenses must comply with the applicable **Ontario Public Sector Travel, Meal and Hospitality Expenses Directive**, including requirements for preapproval, reasonableness, fiscal responsibility, and proper documentation. Reimbursement is limited to legitimate business expenses incurred while conducting Board business.

TRAVEL ELIGIBLE FOR REIMBURSEMENT

Reimbursement of pre-approved travel will be paid to employees, as follows:

- Employees scheduled between work sites, assigned by the Board.
- Employees attending full-day conferences, meetings, workshops, or general activities held outside the Niagara Region.
- Employees travelling during their normal duties are expected to make every reasonable effort to minimize travel-related expenses, including travelling together where feasible and using the most direct and efficient routes.
- During evenings and weekends, with the approval of their supervisor, eligible employees will be reimbursed for the distance actually travelled.

TRAVEL INELIGIBLE FOR REIMBUREMENT

Travel reimbursement may not be approved under the following circumstances, including but not limited to:

- Employees who voluntarily apply for and accept positions that require regular travel between work sites are not eligible for reimbursement of travel expenses associated with those positions. Reimbursement applies only where travel between work sites is explicitly assigned by the Board.
- Travel at the beginning and end of the workday between an employee's residence and any Niagara Catholic work site is the responsibility of the employee and is not eligible for reimbursement.
- Expenses that could reasonably have been avoided may not be reimbursed.
- Employees attending full-day conferences, meetings, workshops, or general activities held within the Niagara Region are not eligible for travel reimbursement. For the duration of the event, the designated location will be considered a Niagara Catholic work site.

RATE OF REIMBURSEMENT

Employees will receive an allowance on a per-kilometre rate that is deemed reasonable by the Niagara Catholic District School Board in accordance with the amounts prescribed in section 7306 of the Income Tax Regulations.

The Associate Director of Education - Corporate Services will apply these rates as a guideline to determine the annual per-kilometre rate for the reimbursement of travel expenses, approved by the Director of Education. Employees will be notified when the annual per-kilometre rate is changed through a memorandum issued by the Associate Director of Education - Corporate Services.

PROCEDURES FOR REIMBURSEMENT OF TRAVEL EXPENSES

Employees requesting reimbursement of travel expense are to follow the procedures outlined below:

1. *My Sparkrock*
   Permanent employees who travel between work sites assigned by the Board, are to complete and submit claims for reimbursement of travel expenses through *My Sparkrock,* available on *My Niagara Catholic*. Access will be provided through Business and Financial Services.

2. *Reimbursement of Travel Expenses Form*
   Permanent, casual and occasional employees who are requesting reimbursement of travel expenses, and have not been provided access to *My Sparkrock*, are to submit the *Reimbursement of Travel Expenses Form*. This form is to be completed electronically, printed, and signed by the employee and their supervisor, then scanned in pdf. format, along with any backup, to the Family of Schools' Superintendent for approval. Hand written and/or illegible submissions will not be processed.

3. Requests for reimbursement of travel expenses must be submitted on a monthly basis within the current school year.

4. Distances claimed for reimbursement will be determined by the shortest route. Distances between Board sites will be in accordance with the Niagara Catholic Mileage Calculator when travelling outside of Board sites a copy of the most effective and efficient route travelled as provided by Google Maps must be provided as backup for the distance claimed.

5. The approval for reimbursement of travel expenses submitted beyond 60 days of travel dates will be at the discretion of the Associate Director of Education - Corporate Services.

References

- ***Income Tax Regulations C.R.C, c.945 Income Tax Act***
- ***Ontario Public Sector Travel, Meal and Hospitality Expenses Directive***
- ***Niagara Catholic District School Board Policies/Procedures***
  - ***Employee Code of Conduct and Ethics Policy (201.17)***

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