



## Expense Reimbursements

### Administrative Procedure 5.80

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Board Governance Policy Cross Reference: 1, 2, 3, 7, 12, 14, 17, 18

Legal Reference:

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Date Adopted: August, 1976

Date Amended: November, 2006; June, 2010

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#### Expense Reimbursement

1. Division Personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved Expense Claim.
2. Expense claims shall be submitted to the Secretary-Treasurer's office within five working days of the end of each month.
3. Original itemized receipts must be submitted and must contain the following:
  - a. Date of the Transaction
  - b. Amount of the Transaction
  - c. Vendor Name and Address
  - d. Purpose of the transaction including an itemized description of the goods or services purchased
  - e. A Credit Card Slip or Debit Slip alone **does not constitute an official receipt**
4. Claims not supported by a proper receipt as outlined above will be rejected.

#### Travel Expense Reimbursement

1. Where official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. A properly completed and approved Expense Claim shall be submitted within five working days of the end of each month to the Secretary-Treasurer's office.
2. All other preauthorized travel expenses will be reimbursed as per Board Approved Division Guidelines.

### **Corporate Credit Cards**

1. The Cardholder is responsible for the card and meeting all the terms and conditions.
2. Corporate Credit Cards are to be used only for expenses incurred in relation to School Division business.
3. The Credit Card may not be used for personal use.
4. Submission of expenses for payment shall be submitted on the approved form along with original itemized receipts containing:
  - a. Date of the Transaction
  - b. Amount of the Transaction
  - c. Vendor Name and Address
  - d. Purpose of the transaction including an itemized description of the goods or services purchased
  - e. A Credit Card Slip alone **does not constitute an official receipt**
5. The expense form and receipts shall be submitted to the Secretary-Treasurer's office by the 15<sup>th</sup> of each month.
6. Expenses not supported by proper receipts as outlined above shall be considered personal expenses and shall be the responsibility of the cardholder.