

Administrative Procedure 513

EMPLOYEE EXPENSE COMPENSATION

Background

Division employees 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 with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

Procedures

1. The Division shall compensate employees for approved travel, meals, accommodations and registration fees, for all claims submitted within 30 days of the expense being incurred, consistent with **Appendix 513-1 Compensation and Expense Rates**.
2. The Secretary-Treasurer shall ensure the appropriate approval of expense claims.
3. Only the Superintendent may, at his/her discretion, approve trips outside of Alberta.
4. Site Supervisor/Principal Directed
 - 4.1 When a site supervisor or Principal directs a staff member to attend a meeting, professional development activity or training opportunity, the staff member will be reimbursed for expenses as per Appendix I.
5. Staff Initiated Travel and Subsistence
 - 5.1 Staff members at a site may agree to reduce the reimbursement rates included in the Appendix.
 - 5.2 Site supervisors and principals must inform staff members of the reimbursement that will be paid prior to the staff member undertaking the activity.
6. Employees shall submit support documents to verify their claims, as per the Division approved Expense Claim.



Reference: Education Act 140, 222	
	Date Approved: April 1, 2021
	Reviewed or Revised: Executive: April, 2021

References shall be updated as required and do not require additional approval.

