



DIRECTIVE ON REIMBURSEMENT OF EXPENSES FOR STAFF

(Adopted at DCM on March 16, 2026)

Accommodations

The fixed amount for a staff member staying at a non-commercial establishment is set at \$25.00 per night.

Commercial accommodations must be pre-approved by the immediate supervisor.

Meals (Including taxes and gratuities):

- Breakfast: \$15.00
- Lunch: \$23.00
- Supper: \$35.00

The total daily limit is \$73.00 and is applicable when someone is away for three (3) consecutive meal periods.

The meal allowance is only payable in the following cases:

- When returning to the office or home for that meal is not possible or impractical because of the nature and scheduling of the off-site event or that it is not efficient to do so other than for Professional Development which takes place at the RSB Administrative Centre.
- When the business meeting, which involves non-RSB participants, regardless of its location, is or continues during mealtime and this meeting was at the request of the immediate supervisor.

Incidentals

The maximum amount per day authorized for incidental expenses is set at \$10.00.

Rate per KM

The rate of \$0.64 per km is the same as the one set by Treasury Board and will be updated yearly, if necessary, as of July 1st. An additional allowance of \$0.10 per kilometer, per vehicle, is allocated to an employee or commissioner travelling with one or more colleague(s).

Advance

An advance may be granted in cases where travelling requires hotel accommodations. However, the advance requested must not exceed 75% of the total estimated cost of the trip (including registration fees) and the request itself must be in writing submitted to the Financial



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Resources Department at least ten (10) workdays prior to undertaking the trip.

The granting of an advance does not in any way release the staff member from their obligation to provide a detailed travel expense claim supported by appropriate documents as soon as possible following the trip.

Expense Account Claim

Employees who wish to be reimbursed must fill out the *Expense Account Claim* form MONTHLY and get it approved by their superior. Upon approval, the amount(s) will be deposited directly in the employee's bank account via the payroll direct deposit system.

Expense Account Master Card

Employees who use the Riverside School Board Master Card must fill out the *Expense Account Master Card* form MONTHLY and get it approved by their superior. The original receipt(s) must be provided for each expense and the reason. Should an expense not be approved by the Superior, the employee will have to reimburse the School Board by cheque or cash with the form.

For both Expense Account Claims as well as RSB Master Card Claims, the purpose must clearly be identified. If the meal expense is claimed for more than just the claimant, the names of all those for whom the claim is made must be indicated. The total cannot exceed the maximum amounts stated above for meals. A cheque or cash must accompany the completed form and receipts for any amount exceeding the approved rates.

Meetings of RSB Employees

During such meetings, held outside of meal hours, hot beverages (coffee, tea etc.) and bulk snacks (cookies, granola bars, chips etc.) may be served.

Meetings of RSB Employees as well as With Non-RSB Employees

During such meetings, hot beverages (coffee/tea etc.) may be served as well as snacks/pastries up to a maximum of \$10 per person.