



HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES
 TITLE: SERVICE RECOGNITION AND ALLOWANCES
 CODE: 4064 Staff Travel

Reference Matrix	
Education Act (1995)	
Other Relevant Acts	
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	
Date Processed	June 1, 2016

Background:

The Board of Education will provide staff with travel payment in accordance with these Procedures.

Procedures:

1. Itinerant staff who are required to travel from one school to another because of their assigned duties (excluding travel over the lunch hour) shall be paid for actual kilometers traveled at the Board established rate/km. [OP 4064 Appendix 1 Itinerant Staff Travel Allowance Claim \(Estevan\)](#).
2. Staff who use their own vehicle for authorized school division business shall receive \$5.00 for one round trip to a maximum of one trip per day. [OP 4064 Appendix 2 Mileage Allowance Reporting Form](#).
3. The reimbursement of expenses shall be paid to recipients on December 31, March 31, and June 30.
 - 3.1. It shall be the responsibility of each staff member who claims this travel expense to provide the Chief Financial Officer or designate with a record of such trips on the appropriate form.