

## TRAVEL ALLOWANCES

### Background

When a staff member is authorized to travel by automobile in the regular performance of his/her duties, he/she shall be paid an allowance per kilometer as shall be determined from time to time by the Board or on a per trip or monthly basis.

### Procedures

Travel allowances will be paid as follows:

1. Travel allowances shall be paid at the prevailing division per kilometer rate set annually by the Board unless an employee chooses a flat rate outlined in this procedure.
2. When an itinerant teacher is working away from base, travel allowance will be paid for one round trip per day from the base school to the school in which she/he is working.
3. Employees required to travel short distances (less than 10 km) may choose to be paid at a flat rate. This shall be either:
  - 3.1 When staff members are required to use their personal vehicle on an irregular basis for a pre-approved trip less than 10 kilometers, a flat rate of \$5.00 per trip will be reimbursed; or
  - 3.2 When staff members are required to use their personal vehicle on a regular basis for short daily trips, they may apply to the Director or designate for a pre-approved monthly honorarium allowance and waive the requirement for actual kilometer tracking to the Division, in accordance with the following guideline:
    - 3.2.1 Category 1 - \$30
    - 3.2.2 Category 2 - \$50
    - 3.2.3 Category 3 - \$75
  - 3.3 Allowances based on a flat-rate are a taxable benefit and will be required to be paid as part of payroll and proper deductions will be made.
    - 3.3.1 The Division will provide the required *Declaration of Condition of Employment* T2200 to each employee upon request to payroll in order for an offsetting expense to be claimed.
    - 3.3.2 For details about claiming employment expenses please refer to publications provided by Canada Revenue Agency (Guide T4044, IT-352 and IT-522).

- 3.4 Monthly claims for payment shall be submitted to the Chief Financial Officer or designate.
4. When staff members attend a conference or workshop outside the Division at the request of the Director or designate, travel allowance will be paid for one round trip from the school to the conference venue.
5. Travel allowance will be paid for travel on any other occasion authorized by the Director or designate.
6. In all cases where more than one person is travelling to a common destination, personnel are expected to form car pools and use the least number of vehicles possible in the circumstance.
  - 6.1 Exceptions to this practice must be approved by the Director or designate in advance.
  - 6.2 In situations where an employee chooses to travel on their own for personal reasons they forfeit the right to claim for the full travel allowance and a sliding scale will serve as the guideline of the Director or designate:
    - 6.2.1 Single –  $\frac{1}{4}$  board approved rate
    - 6.2.2 Double –  $\frac{1}{2}$  board approved rate

References: Section 85, 87, 109, 110 Education Act  
Forms Manual: Form 518-1

Updated: September 2006, August 2010

Reviewed: August 2015, September 2022