

### TRAVEL ALLOWANCES - NON-STAFF

#### Background

When a non-staff member is authorized to travel by automobile in the performance of his/her duties as a parent or guardian, he/she shall be paid an allowance per kilometer as shall be determined from time to time by the Board of Education.

#### Procedures

1. Based on eligibility criteria for a program, travel allowances shall be preauthorized by the Director or designate.
2. Travel allowances shall be paid at the recognized per kilometer rate set annually by the Board of Education in providing the school division with its' funding.
3. Travel allowances shall be based on one round trip each day of attendance from the student's residence to the location of the program offering.
4. Monthly claims for payment shall be approved by the appropriate Superintendent responsible for the program and submitted to the Chief Financial Officer or designate.
5. In all cases where more than one student is being transported from within a geographic area there is the expectation of the formation of car pools and the use of the least number of vehicles possible in the circumstance.
6. Exceptions to this practice must be approved by the Director or designate in advance.
7. In situations where a parent/guardian 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 for the Director or designate:
  - 7.1 Single -  $\frac{1}{4}$  approved rate
  - 7.2 Double -  $\frac{1}{2}$  approved rate

Reference: Section 85, 87, 109, 110 Education Act  
Form (Student Services Department t): Alternate Transportation Request Form

Updated: June 2013, April 2018

Reviewed: August 2015