



TRAVEL EXPENSES

Policy D.3.D

Frontier School Division is a geographically large school division. In order for staff and trustees to perform their duties as Frontier School Division employees and elected officials, travel is required and costs are incurred.

Guidelines for reimbursement of appropriate travel expenses shall be established and shall be based on fairness, equity, economy and accountability. These guidelines will outline travel requirements, clarify appropriate expenses and provide reimbursement procedures. The guidelines will be reviewed as needed by the Finance Committee, and revisions to the guidelines shall be approved by the Frontier School Board.

Basic travel expense and claim procedures are included in the accompanying regulation.

Information: [Frontier School Division Staff Travel Guidelines](#)

Adopted September 1, 2009	Revised April 19-20, 2012	
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TRAVEL EXPENSES

Regulation D.3.D-R

1. Mileage Rates

Effective July 1, 2016, the mileage rates are as follows:

North of 53 rd parallel	.45 per km.
South of 53 rd parallel	.40 per km.

The mileage rate will be reviewed annually during the budget process by the Finance Committee of the Board of Trustees.

2. Meal Allowance

Effective September 19, 2019, the meal allowance will be as follows:

Breakfast	\$10.08
Lunch	\$15.11
Dinner	\$25.19
Total	\$50.38

The meal allowance will be reviewed annually during the budget process by the Finance Committee of the Board of Trustees.

3. Accommodations – Private Residence

Employees wishing to stay in a private residence instead of a hotel may claim a “payment in lieu” of hotel in the amount of \$50.00 per night.

4. Expense Claims

Expense claims shall be submitted according to the Staff Travel Guidelines.

Adopted September 1, 2009	Revised September 15-16, 2011	Revised June 6-7, 2016
Revised September 19, 2019	Revised December 5-6, 2019	