



# FINANCIAL MANAGEMENT 14 – Mileage Claims

Date: January 27, 2006

Responsible Administrator: Secretary Treasurer

## 1.0 RATIONALE

Sturgeon School Division employees from time to time are reimbursed for the use of their personal vehicles for school business.

## 2.0 PROCESS

The Secretary Treasurer will be responsible to administer this administrative process. The Board of Trustees establishes the Operational School Year for the Division in which professional development days are designated. The professional development days are either Division based or school based.

## 3.0 GUIDELINES

- 3.1 All mileage charges must be approved by the principal /supervisor for approved activities.
  - 3.1.1 Mileage claims - operational days: (above normal miles travelled in a day)
    - 3.1.1.1 from school to school shall be calculated as determined year-to-year per Administrative Practice Financial Management 7.
    - 3.1.1.2 from school to place of required activity shall be calculated from school to place of activity.
  - 3.1.2 Mileage claims - non-operational days:
    - 3.1.2.1 from home to place of activity shall be calculated from home to place of activity.
- 3.2 On division professional development days, where the work site is not at the school, the designated site becomes the place of work, therefore mileage is not eligible to be claimed.
- 3.3 All mileage claims must be submitted for reimbursement as per Policy E/II/1.

References: *Board Policy: E/II/1*