



HUMAN RESOURCES MANAGEMENT 34 – Staff Travelling Between Schools

Date: June 4, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

At times, staff are hired to positions that require the staff member to travel between schools during the school day. In such cases, the staff member is entitled to claim travel allowance.

2.0 PROCESS

The Associate Superintendent, Human Resources will establish and monitor a process to administer this Administrative Practice.

3.0 GUIDELINES

- 3.1 Staff who are required to travel between schools during the school day to render service are eligible to claim travel allowance using the Division's Expense Claim Form.
- 3.2 Reimbursement will be at the rate set out in Administrative Practice Financial Management 7, Clause 3.3.1.1.
- 3.3 Claims for travel should be submitted monthly.
- 3.4 The Expense Claim Form shall be approved by a principal at one of the schools in question.
- 3.5 Claims under this Administrative Practice will be charged to Superintendent's Emergent Fund.
- 3.6 This Administrative Practice applied to substitute staff who are hired to replace a regular staff member with the above type of assignment.
- 3.7 This Administrative Practice does not apply to substitute staff who accept positions for two regular staff members in different schools.

References: *ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan*