

**Date:** September 24, 2025 **Agenda Item:** 8.5

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services

**Subject:** **Administrative Procedure 435: Employee Expense Claims and Reimbursement**

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**Background:**

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

Employee Expense Claims and Reimbursement provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meals, hospitality and other expenses and allowances not addressed by regulations under the Public Service Act.

The revision to Administrative Procedure 435: Employee Expense Claims and Reimbursement, as well as AP435: Employee Expense Claims and Reimbursement- Exhibit 1 - Mileage Chart and AP435 -Employee Expense Claims and Reimbursement: Exhibit 2 - Employee Expense Form, were undertaken as part of the regular review schedule and to align with the Travel, meal and hospitality expenses policy. These changes enhance clarity and streamline processes.

**Status & Relationship to Superintendent Leadership Quality Standard (SLQS):**

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (6) School Authority Operations and Resources
- INDICATORS:**
- a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and
  - e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

<b>COMPETENCY:</b>	(7) Supporting Effective Governance
<b>INDICATORS:</b>	e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements.

**Governance Implications:**[Education Act](#)

Superintendent of schools

222(3) The superintendent is the chief executive officer of the board and the chief education officer of the school division.

(4) The superintendent shall carry out the duties assigned to the superintendent by the board.

[Government of Alberta Travel, Meal and Hospitality Expenses Policy](#)

This policy provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meal, hospitality, and other expenses and allowances not addressed by regulations under the Public Service Act.

[Board Policy 2: Role of the Board](#)

The Board shall ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)]. Specifically, the Board:

39. Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.

[Admin Procedure 425: Purchasing Authority and Procedure](#)

All purchases fall within the framework of budget limitations and shall be consistent with good purchasing practices and the approved educational goals and programs of the Division.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

**Attachment(s):**

1. AP435: Employee Expense Claims and Reimbursement - Clean Version
2. AP435: Employee Expense Claims and Reimbursement - Tracked Changes
3. AP435: Exhibit 1 - Mileage Chart
4. AP435: Exhibit 2 - Employee Expense Form

## **Administrative Procedure 435**

# **Employee Expense Claims and Reimbursement**

**1659538800**

**Responsible Administrator: Associate Superintendent Corporate Services**

### **PURPOSE**

Sturgeon Public Schools acknowledges that system personnel may incur additional expenses in completing their assigned duties. Employees may be reimbursed for authorized expense claims.

This Administrative Procedure provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meals, hospitality, and other expenses and allowances not addressed by regulations under the Public Service Act. This Administrative Procedure ensures fair and reasonable practices and that individuals are appropriately reimbursed for costs incurred on Sturgeon Public School Division Business.

Both Claimants and Approvers shall take the following principles into account in determining whether to make claims for and authorize reimbursement and allowances:

1. Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency.
2. Reasonable effort should be made to ensure incurred expenses are at minimum cost to the Division.
3. All claims must support Division business.
4. Prior approval to incur expenses is obtained
5. Claims should be properly explained and documented, reasonable and appropriate

### **PROCESS**

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

### **PROCEDURE**

#### **1. General Guidelines:**

1.1 The supervisor must approve all expenses incurred with respect to the purchase of goods or services

1.1.1 It is recommended that personal credit cards are not to be used for the purchase of goods and services when a Division purchasing card (**P-Card**) is available. The use of a Division purchasing card provides tracking capabilities and can assist in negotiating reduced prices for the Division. However, a P-Card should not be used when mileage rates or per diem rates apply.

1.1.2 Employees and supervisors are responsible for ensuring that items paid on P-Cards are not submitted on an AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form.

1.1.3 All purchasing must adhere to Administrative Procedure 425: Purchasing Authority and Procedure.

1.2 The Division will reimburse employees for fair and reasonable travel, accommodation, and subsistence expenses while on approved business

1.3 Employees must submit a completed and approved [AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form](#) with supporting documentation, to Accounts Payable personnel in order to be reimbursed

1.4 Reimbursement claims must be supported with appropriate receipts and descriptions, indicating the nature of the expense.

1.4.1 Receipts are to indicate:

1.4.1.1 The vendor

1.4.1.2 A detailed description of the items purchased

1.4.1.3 Contact information of the vendor, including GST Registration number; and

1.4.1.4 If a meal is purchased or hosting is provided for a group meeting, the purpose of the meeting and a list of attendees

1.5 AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form must be submitted within thirty (30) calendar days of the end of the month in which the expense was incurred

1.5.1 Expense claims will be processed with rates in effect at the time of receipt by Accounts Payable personnel.

1.5.2 AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form submitted after thirty (30) calendar days of the end of the month in which the expense was incurred, may be reimbursed, subject to the approval of the Associate Superintendent of Corporate Services or designate.

1.5.3 AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form submitted after September 30 of the current school year, for expenses incurred prior to September 1 of the current school year, will not be reimbursed, unless otherwise approved by the Associate Superintendent of Corporate Services or designate.

1.6 Rates identified in this Administrative Procedure are outlined in the Government of Alberta Travel, Meal and Hospitality Expenses Policy.

1.7 Claims under this Administrative Procedure will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.

1.8 Employees travelling outside of the province or Canada, on Division business, shall receive prior approval from their immediate supervisor and the Superintendent

## **2. Accommodations Expenses:**

2.1 The Division will reimburse for accommodations as follows:

2.1.1 Accommodation will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or

2.1.2 An allowance of thirty dollars (\$30.00) per night will be paid for the use of private accommodation.

## **3. Meal Expenses:**

3.1 Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on Board business and you:

3.1.1 are outside the Division over a normal meal period, or

3.1.2 have prior approval for the expense (e.g. a business meeting within the Division that must occur over a meal period).

3.2 Individual employees are required to use the per diem rates, unless otherwise approved by the Associate Superintendent of Corporate Services:

3.2.1 Breakfast the per diem of \$13.00

3.2.2 Lunch the per diem of \$18.00

3.2.3 Dinner the per diem of \$28.00

3.2.4 The reimbursement for breakfast may be claimed if the employee is away from home prior to 0700 hours; and dinner if the employee does not arrive home until after 1900 hours

3.3 Actual meal receipts can be used while hosting is provided for a group business meeting:

3.3.1 Original, itemized receipts are required, and reimbursement must not exceed the actual amount spent.

3.3.2 The purpose of the meeting and a list of attendees.

3.3.3 Voluntary service tipping is not to exceed eighteen percent (18%) or twenty percent (20%) when there is a group of eight individuals or more.

3.3.4 Alcohol cannot be claimed and will not be reimbursed.

#### **4. Travel & Mileage Expenses**

4.1 Reimbursement for expenses incurred through the use of personal vehicles while on business shall be at the Division Kilometre Rate.

4.1.1 A travel allowance for the use of a personal automobile will be paid at a Division rate of \$0.57 Per Kilometre travelled as outlined on the Government of Alberta Travel, Meal and Hospitality Expenses Policy. Employees claiming the kilometre rate reimbursement for the use of personal vehicles shall be subject to the following:

4.1.1.1 Employees are responsible for the insurance coverage on their own vehicle, including any cost for additional coverage required for vehicle use while on Division business;

4.1.1.2 Expenses incurred for travel between an employee's residence and his/her designated workplace will not be reimbursed by the Division; and

4.1.1.3 Travel distances are to be calculated from the employee's designated workplace, on a return route for any distance **more than ten (10) Kilometres**. Unless prior approval has been given by the Associate Superintendent Corporate for exceptional circumstance

4.1.1.3.1 Standard per-kilometre distances between schools have been established and are to be applied when seeking reimbursement of approved expenses. Claims shall be calculated as determined year-to-year per [AP435: Employee Expense Claims and Reimbursement - Exhibit 1 - Mileage Chart](#)

4.1.1.3.2 If a location is not listed on AP435: Employee Expense Claims and Reimbursement - Exhibit 1 - Mileage Chart, Mileage shall be supported by a Google Map printout of the route taken with the kilometres travelled. The shortest distance available should always be used.

4.1.2 Should employees prefer to use a private vehicle to travel to areas serviced by airlines, they will be paid at the established rate per kilometre or at the cost of the same trip by regular economy airfare plus the cost of ground transportation, whichever is lower. Unless otherwise approved by the Associate Superintendent of Corporate Services or designated for exceptional circumstances.

4.1.3 Should employees prefer to use a rental vehicle to travel instead of their own vehicle, they will be paid at the established rate per kilometre or the cost of the rental vehicle plus operating expenses supported by receipts, whichever is lower.

4.1.3.1 Employees who choose to rent a vehicle must also take the vehicle insurance offered by the rental company for damage and liability.

4.1.4 Parking fees will be reimbursed at cost and must be supported by receipts.

4.1.5 Travel insurance charges for delays, cancellation and lost baggage will be reimbursed at cost, and must be supported by receipts; but will exclude medical insurance as this is provided through employee benefit plans

4.1.6 The purchase of fuel for personal vehicles is not allowed and should not be charged to an employee's division credit card. Mileage rates will be used and applied.

4.2 Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.

4.3 Employees and Supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.

4.4 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.

4.5 This Administrative Procedure applies to casual employees who are hired to replace a regular employee with the same assigned duties who are eligible for mileage reimbursement.

4.6 This Administrative Procedure does not apply to employees who accept positions for two regular employees in different schools or assignments with two assigned locations.

## **References:**

[Board Policy 2: Role of the Board](#)

[Admin Procedure: 425 Purchasing Authority and Procedure](#)

Superintendent of Schools Regulation 98/2019

Government of Alberta Travel, Meal and Hospitality Expenses Policy

[AP 435: Employee Expense Claims and Reimbursement - Exhibit 1 - Mileage Chart](#)

[AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form](#)

## **History**

2020 Jan 29 Initial Approval

2021 Jan 29 Amended

2024 Mar 20 Amended

2025 Sep 02 Amended

## **Administrative Procedure 435**

# **Employee Expense Claims and Reimbursement**

**1659538800**

**Responsible Administrator: Associate Superintendent Corporate Services**

### **PURPOSE**

Sturgeon Public Schools acknowledges that system personnel may incur additional expenses in completing their assigned duties. Employees may be reimbursed for authorized expense claims. This Administrative Procedure provides a framework of accountability and rules to guide the effective oversight of public resources in the reimbursement and payment of travel, meals, hospitality, and other expenses and allowances not addressed by regulations under the Public Service Act. This Administrative Procedure ensures fair and reasonable practices and that individuals are appropriately reimbursed for costs incurred on Sturgeon Public School Division Business.

Both Claimants and Approvers shall take the following principles into account in determining whether to make claims for and authorize reimbursement and allowances:

1. Taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency.
2. Reasonable effort should be made to ensure incurred expenses are at minimum cost to the Division.
3. All claims must support Division business.
4. Prior approval to incur expenses is obtained
5. Claims should be properly explained and documented, reasonable and appropriate

### **PROCESS**

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

### **PROCEDURE**

#### **Expenses:**

- ~~1. Claims for reimbursement of expenses should be submitted promptly within ten (10) calendar days of the reporting period cut-off. Each reporting period, in any given month is from the 19th of the prior month to the 18th of the current month. For example, in November, the current reporting period is October 19th to November 18th, and the reviewed and approved expense claim is due to Accounts Payable by November 28th. The only exception to this rule would be at fiscal year-end, August 31st, at which time we should aim to refrain from incurring out-of-pocket expenses during the period of August 19th to August 31st.~~
- ~~2. Approved expenses will be reimbursement for the following activities:~~
  - ~~2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.~~
  - ~~2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.~~
- ~~3. Approved expenses will be paid at the following rates:~~



~~3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved \$0.55 Per Kilometre travelled as outlined on the Government of Alberta Travel, Meal and Hospitality Expenses Policy.~~

~~3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle -- receipts required.~~

~~3.3 Actual accommodation and meal expenses with receipts.~~

~~3.4 \$13.00 for breakfast, \$17.00 for lunch and \$27.00 for dinner where receipts are not available.~~

~~3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.~~

#### **Mileage**

~~4. All mileage charges must be approved by the Principal /Supervisor for approved activities.~~

~~4.1 Mileage claims - operational days: (above normal miles travelled in a day)~~

~~4.1.1 from school to school shall be calculated as determined year-to-year per AP435 Appendix A - Mileage Chart.~~

~~4.1.2 from school to place of required activity shall be calculated from school to place of activity.~~

~~4.2 Mileage claims - non-operational days:~~

~~4.2.1 from home to place of activity shall be calculated from home to place of activity.~~

~~5. 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.~~

~~6. Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.~~

~~7. Mileage claims for employee travel to their first worksite of the day are not eligible for reimbursement.~~

~~8. Mileage claims for employee travel from their last worksite of the day are not eligible unless their travel placed them farther from home than the distance from their home to their first worksite of the day. In these circumstances, the employee may claim the distance between their last worksite of the day and their first worksite of the day.~~

~~9. Employees are not eligible for travel expenses if their work site location alternates on different days. Employees are responsible for getting to their first worksite of the day.~~

~~10. Employees and Supervisors have a responsibility to create a work schedule that meets student learning needs and takes into consideration prudent financial decisions.~~

~~11. Claims for travel shall be submitted by the Employee for reimbursement, in accordance to Article 1 of this Administrative Procedure.~~

~~12. The Expense Claim Form shall be approved by the Supervisor of the site responsible for the expense.~~

~~13. Claims under this Administrative Procedure will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.~~

~~14. This Administrative Procedure applies to casual employees who are hired to replace a regular employee with the same assigned duties who are eligible for mileage reimbursement.~~

~~15. This Administrative Procedure does not apply to casual employees who accept positions for two regular employees in different schools.~~

**AP435 Appendix A - Mileage Chart**  
**Form 435-01 - Employee Expense Form**

General Guidelines:

1.1. The supervisor must approve all expenses incurred with respect to the purchase of goods or services

1.1.1. It is recommended that personal credit cards are not to be used for purchase of goods and services when a Division purchasing card (P-Card) is available. The use of a Division purchasing card provides tracking capabilities and can assist in negotiating reduced prices for the Division. However, a P-Card should not be used when mileage rates or per diem rates apply.

1.1.2. Employees and supervisors are responsible for ensuring that items paid on P-Cards are not submitted on a Expense Reimbursement Claim Form (Form 435-01)

1.1.3. All purchasing must adhere to Administrative Procedure 425: Purchasing Authority and Procedure.

1.2. The Division will reimburse employees for fair and reasonable travel, accommodation, and subsistence expenses while on approved business

1.3. Employees must submit a completed and approved Expense Reimbursement Claim Form (Form 435-01) with supporting documentation, to Accounts Payable personnel in order to be reimbursed

1.4. Reimbursement claims must be supported with appropriate receipts and descriptions, indicating the nature of the expense.

1.4.1. Receipts are to indicate:

1.4.1.1. The vendor

1.4.1.2. A detailed description of the items purchased

1.4.1.3. Contact information of the vendor including GST Registration number; and

1.4.1.4. If a meal is purchased or hosting is provided for a group meeting, the purpose of the meeting and a list of attendees

1.5. Expense Reimbursement Claims (Form 435-01) must be submitted within thirty (30) calendar days of the end of the month in which the expense was incurred

1.5.1. Expense claims will be processed with rates in effect at the time of receipt by Accounts Payable personnel.

1.5.2. Expense Reimbursement Claims (Form 435-01) submitted after thirty (30) calendar days of the end of the month in which the expense was incurred, may be reimbursed, subject to the approval of Associate Superintendent of Corporate Services or designate.

1.5.3. Expense Reimbursement Claims (Form 435-01) submitted after September 30 of the current school year, for expenses incurred prior to September 1 of the current school year, will not be reimbursed, unless otherwise approved by the Associate Superintendent of Corporate Services or designate.

1.6. Rates identified in this Administrative Procedure are outlined in the Government of Alberta Travel, Meal and Hospitality Expenses Policy.

1.7. Claims under this Administrative Procedure will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.

1.8. Employees traveling outside of the province or Canada, on Division business shall receive prior approval from their immediate supervisor and the Superintendent

## 2. Accommodations Expenses:

2.1. The Division will reimburse for accommodations as follows:

2.1.1.1. Accommodation will be reimbursed at cost and must be supported by receipts. Fiscal restraint is to be exercised in accommodation arrangements; or

2.1.1.2. An allowance of thirty dollars (\$30.00) per night will be paid for the use of private accommodation

## 3. Meal Expenses:

3.1. Reasonable and appropriate meal expenses may be reimbursed. You may incur a meal expense when you are on Board business and you:

3.1.1. are outside the Division over a normal meal period, or

3.1.2. have prior approval for the expense (e.g. a business meeting within the Division that must occur over a meal period).

3.2. Individual employees are required to use the per diem rates, unless otherwise approved by the Associate Superintendent of Corporate Services:

3.2.1.1. Breakfast the per diem of \$13.00

3.2.1.2. Lunch the per diem of \$18.00

3.2.1.3. Dinner the per diem of \$28.00

3.2.1.4. The reimbursement for breakfast may be claimed if the employee is away from home prior to 0700 hours; and dinner if the employee does not arrive home until after 1900 hours

3.3. Actual meal receipts can be used while hosting is provided for a group business meeting:

3.3.1. Original, itemized receipts are required, and reimbursement must not exceed the actual amount spent.

3.3.2. The purpose of the meeting and a list of attendees.

3.3.3. Voluntary service tipping is not to exceed eighteen (18%) or twenty per cent (20%) when there is a group of eight individuals or more.

3.3.4. Alcohol cannot be claimed and will not be reimbursed.

## 4. Travel & Mileage Expenses

4.1. Reimbursement for expenses incurred through the use of personal vehicles while on business shall be at the Division Kilometer Rate.

4.1.1. A travel allowance for the use of a personal automobile will be paid at a Division rate of \$0.57 Per Kilometre travelled as outlined on the Government of Alberta Travel, Meal and Hospitality Expenses Policy. Employees claiming the kilometer rate reimbursement for the use of personal vehicles shall be subject to the following:

4.1.1.1. Employees are responsible for the insurance coverage on their own vehicle, including any cost for additional coverage required for vehicle use while on Division business;

4.1.1.2. Expenses incurred for travel between an employee's residence and his/her designated workplace will not be reimbursed by the Division; and

4.1.1.3. Travel distances are to be calculated from the employee's designated workplace, on a return route for any distance more than ten (10) Kilometres. Unless prior approval has been given by the Associate Superintendent Corporate for exceptional circumstance

4.1.1.3.1. Standard per kilometer distances between schools have been established and are to be applied when seeking reimbursement of approved expenses. Claims shall be calculated as determined year-to-year per AP 435 Appendix A - Mileage Chart

4.1.1.3.2. If a location is not listed on AP 435 Appendix A - Mileage Chart, Mileage shall be supported by a Google Map print out of the route taken with the kilometer traveled. The shortest distance available should always be used.

4.1.2. Should employees prefer to use a private vehicle to travel to areas serviced by airlines, they will be paid at the established rate per kilometer or at the cost of the same trip by regular economy airfare plus the cost of ground transportation, whichever is lower. Unless otherwise approved by the Associate Superintendent of Corporate Services or designated for exceptional circumstance.

4.1.3. Should employees prefer to use a rental vehicle to travel instead of their own vehicle, they will be paid at the established rate per kilometer or the cost of the rental vehicle plus operating expenses supported by receipts, whichever is lower.

4.1.3.1. Employees who choose to rent a vehicle, must also take vehicle insurance offered by the rental company for damage and liability

4.1.4. Parking fees will be reimbursed at cost and must be supported by receipts.

4.1.5. Travel insurance charges for delays, cancellation and lost baggage will be reimbursed at cost, and must be supported by receipts; but will exclude medical insurance as this is provided through employee benefit plans

4.1.6. The purchase of fuel for personal vehicles is not allowed and should not be charged to an employees division credit card. Mileage rates will be used and applied.

4.2. Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.

4.3. Employees and Supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.

4.4. 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.

4.5. This Administrative Procedure applies to casual employees who are hired to replace a regular employee with the same assigned duties who are eligible for mileage reimbursement.

4.6. This Administrative Procedure does not apply to employees who accept positions for two regular employees in different schools or assignments with two assigned locations .

## **References:**

[Board Policy 225: Role of the Board](#)

[Admin Procedure: 425 Purchasing Authority and Procedure](#)

Superintendent of Schools Regulation 98/2019

Government of Alberta Travel, Meal and Hospitality Expenses Policy

AP 435: Employee Expense Claims and Reimbursement - Exhibit 1 - Mileage Chart

AP 435: Employee Expense Claims and Reimbursement - Exhibit 2 - Employee Expense Form

## **History**

2020 Jan 29 Initial Approval

2021 Jan 29 Amended

2024 Mar 20 Amended

## AP:435 Exhibit 1 - Mileage Chart

Responsible Administrator: Associate Superintendent Corporate Services

Bon Accord	18	39	20	32	30	0*	19	0*	26	13	24	11	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43		14	32
Gibbons	27	47	26	27	25	11	27	10	32	0*	31		43	45	11
Guthrie	26	20	0*	56	54	24	0*	26	38	33		31	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	0*	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	37	21	26
Lilian Schick	20	41	22	31	29	0*	21		25	12	26	10	34	37	0*
Namao	21	21	0*	51	49	19		21	33	29	0*	27	42	31	19
Oak Hill	18	39	20	32	30		19	0*	26	13	24	11	32	35	0*
Ochre Park	50	69	48	0*		30	49	29	54	27	54	25	67	66	30
Redwater	52	71	50		0*	32	51	31	56	29	56	27	69	68	32
S.C.H.S.	22	22		50	48	20	0*	22	33	28	0*	26	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	42	26	39
CO/ÉMPFS/FWPS		21	22	52	50	18	21	20	21	29	26	27	23	18	18
	CO/ÉMPFS/FWPS	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Colony	Camilla	Bon Accord

\* AP 435 Section 4.1.1.3: Travel distances are to be calculated for any distance more than ten (10) Kilometres.

References:

Board Policy:

[7 Board Operations](#)

September 2025 Administrative Procedure:

[425 Purchasing Authority and Procedure](#)





Employee #: \_\_\_\_\_

[illegible]

**TOTAL TO REIMBURSE:** **\$0.00**

Date \_\_\_\_\_