



EXPENSE CLAIM GUIDELINES

The following are guidelines to be followed by Wolf Creek Public Schools employees who make purchases on behalf of the jurisdiction. The list is intended to identify travel expenses that are appropriate and allowable and those that are not. This list should also give you an idea of requirements on all other purchases made on behalf of WCPS. While it is not an exhaustive list, the examples convey the concept of reasonableness.

Expense Type	Guidelines
Meals	The Board will establish the maximum claim rates for breakfast, lunch, and dinner for which no receipt is required. Schools may set their own rates but they cannot exceed Board approved rates. A proper detailed receipt is required if an employee is claiming the actual amount. If an employee purchases a business related group meal a proper receipt is required which should detail the meeting (who attended and what it was for).
Accommodations	Reimbursement for actual, reasonable accommodations. Employees are encouraged to share rooms when traveling on division business. Where possible, employees shall ask for Government of Alberta room rates when booking hotel rooms.
Business use of personal vehicles	When employees use their personal vehicle on division business, employees will receive reimbursement at Board approved rates per kilometer (schools may set own rates but they may not exceed Board rates). Travel must be by the most direct, practical route to the business destination. Ordinarily, each employee will claim for the distance from the main work site to the business destination. When an employee stops, for business purposes, at a site, other than their work site, on their way to or from work at the beginning or end of their work day, they will be reimbursed for kilometres one way from their work site to that site. If he/she returns to their normal work site, he/she will be reimbursed for the round trip.
Air travel	The most economical airline accommodations, e.g. economy, coach, tourist, excursion, discount flights consistent with the business schedule requirements are to be used. Travel should be planned to take advantage of any possible discount fares. First class and business class airfare will not be reimbursed unless approved by the Superintendent in advance. Air travel will be reimbursed only for that portion which is directly related to division business. If you extend the duration of a business trip by use of personal or vacation time, thereby qualifying the entire trip for a reduced fair, the division will reimburse the lesser of the total actual fare (including the air fare for a side trip) or the airfare authorized for the business trip only.
Parking Fines & Tickets	The division is not responsible for employees that receive parking fines or traffic tickets while on division business. These will not be reimbursed.

Personal expenses	The division will not reimburse personal expenses. If expenses of a personal nature, including hotel shop purchases, laundry, valet, movie charges, health club use, alcoholic beverages, sundry items, are charged against the room, the amount so charged is to be deducted from the expense claim submitted to the division.
Spouses (and families) traveling with employees	When traveling with a spouse, or family, employees are expected to pay any additional costs. i.e room, flights, meals etc
Gratuities / Tips	The division will reimburse reasonable and actual gratuities disbursed for business purposes by employees while traveling on approved division business at a rate not to exceed 10%. If more than 10% is paid it will not be reimbursed.
Parking/Taxi	The division will reimburse reasonable and actual parking or Taxi costs disbursed for business purposes by employees while on approved division business. Actual receipts should be provided where possible.

Submitting Expense Claim Forms

Expense claim forms are to be submitted by employees on a timely basis. Expense claim forms are to be signed by the employee and an authorized signing authority. Employees that travel frequently on division business should submit their expense claim forms at the end of each month.

When reporting expenses, the following information is required: dates and locations of departure and return for any trips or meetings, explanation of out-of-the-ordinary amounts claimed; e.g., name(s) of individual(s) attending a luncheon if they have not paid for their own portion and claimed it individually. If an employee is attending a conference it would be preferable to attach the conference registration.

Expense claim forms will only be reimbursed by division office by direct deposit. **Schools are not authorized to reimburse employees directly for budget expenditures. All claims must be submitted to division office.**

Receipts

In any reimbursement where an employee is claiming actual amounts the itemized receipt must be provided to substantiate the claim. The itemized receipt must show the amount, date, place, and nature of the expense. The receipt must be submitted with the expense claim form. **Personal credit card slips and debit slips are typically not itemized receipts as they do not provide details of the expenses being claimed and usually do not identify the GST number of the vendor.** If the school has their own established rates for these items that are lower than the actual amount they must still provide the detailed receipt.

Out-of-Province / International Travel

Out-of Province and International Travel must be preauthorized by the Superintendent.

Frequent Flyer Mileage Use

The division is unable to reimburse individuals for the value of a frequent flyer ticket if they choose to utilize these for division business.