

District School Board of Niagara

POLICY MANUAL

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY	A-16
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The District School Board of Niagara will reimburse employees for approved expenses incurred within budgets in carrying out their responsibilities in accordance with Administrative Procedure 5-18: Employee Travel and Expense Reimbursement.

All claims for reimbursement of expenses require the approval of the supervisor.

Expense claims of the Director of Education are to be approved by the Chair of the Board, or Trustee designate, and the Superintendent of Business.

Reference

- ▶ Administrative Procedure: Employee Travel and Expense Reimbursement