

District School Board of Niagara

POLICY

SECTION:	BOARD GOVERNANCE AND ADMINISTRATION	POLICY:	A-16
TOPIC:	EMPLOYEE TRAVEL AND BUSINESS EXPENSES	PAGE:	1 of 1
		DATE:	May 2013
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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 Business Expenses.

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

Expense claims of the Director of Education are to be approved by the Chair of the Board, or Trustee designate, and reviewed for compliance with policy by the Superintendent of Business Services.

Reference

Administrative Procedure 5-18: Employee Travel and Business Expenses