



---

The Chairperson of the Board and the Superintendent of Business and Corporate Services have responsibility for administering this regulation. The Director of Education has the authority to implement this administrative regulation.

Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure. A written explanation with the claim will be provided in rare circumstances where a receipt is not available. Expense claims must be approved by the employee's supervisor prior to submission for reimbursement. In thty for ssmqd bst163MC /P ~~AMC~~ 4Tc -0.006 Tw 4MCID o of ( av)22.0.7 (p)25m500





---

Internet service is to be provided to senior administration, and specific staff as approved by the Superintendent of Business and Corporate Services. Efficient service and reasonable cost will be considered.

- 5.5.1 Travel costs, meals and sundry purchases will be reimbursed using the Travel/Expense Reimbursement Form. Supporting original receipts including an itemized list of costs must be attached. A debit/credit card receipt is not acceptable on its own as it does not give sufficient detail to authorize the payment nor meet audit requirements.

The electronic form is available on KPR on the Web through the Documents and Forms portal or from the Office of the Superintendent of Business and Corporate Services.

- 5.5.2 Expenses shall be submitted for reimbursement only once a month following the month the expense was incurred. Approved Travel/Expense Reimbursement Forms are to be forwarded to the Accounting Department for processing.

An expense claim that includes expenses incurred over a period greater than three months, may not be reimbursed. Expenses must be claimed during the appropriate budget year (September 1 to August 31).

- 5.5.3 Sundry purchases must be pre-approved and must not circumvent Board Policy BA-5.1, Procurement Procedures, and associated administrative regulations. Reimbursements for sundry expenses should not exceed \$200 per month including tax.
- 5.5.4 Reimbursement will be by means of electronic funds transfer and not through payroll.

The use of purchasing cards builds efficiency by simplifying the acquisition and payment of some purchases and travel expenses. Cardholders are responsible for exercising due care and judgement when using purchasing cards.

- 5.6.1 All purchases made with Board purchasing cards must be consistent with Board policy and administrative regulations and used only for expenses incurred in relation to Board business. Purchasing card statements must be supported by original receipts showing the purpose of the expenditure,

---

names of persons included in the expenditure, and an itemized list of the