



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### BUSINESS PROCEDURES TRAVEL ALLOWANCE – 701

#### **Rationale**

Personnel and elected representatives of the Catholic Independent Schools, Kamloops Diocese are often required to travel extensive distances to attend meetings, workshops and in-services. The travel allowance includes mileage and meals to help to offset some of the expenses incurred.

#### **Policy**

Personnel and elected representatives of the Catholic Independent Schools, Kamloops Diocese shall be entitled to reimbursement for out-of-town travel expenses incurred on school or CISKD business.

The reimbursement will be in accordance with rates as established from time to time by the Board of Directors.

#### **Procedure**

All claims for mileage or meals from school staff must be submitted on the appropriate form to the Principal for approval.

##### Mileage Allowance

CISKD personnel and elected representatives will be reimbursed for authorized school business at the following rate of

- 61 cents per km

##### Meal Allowance

CISKD personnel and elected representatives will be reimbursed to the lesser of the actual amount paid and the following maximum per diem. Supporting receipts are to be submitted with staff reimbursement form.

- Breakfast - \$20.00
- Lunch - \$20.00
- Dinner - \$35.00

Date Approved:
Date(s) Revised: IP June 2023