



SECTION:	General School Administration	APPROVAL DATE:
SUBSECTION:	Convention, Conferences, Workshop and Employee Expenses	April 2, 2007
POLICY NAME:	Reimbursement of Expenses	LAST REVISED:
POLICY NUMBER:	P.GSA.G.1	November 2, 2009

The Wellington Catholic District School Board believes in reimbursing its employees for the reasonable expenses incurred in the course of undertaking official Board business.

Examples of reasonable expenses include, but are not limited to travel, parking, per diem rate, conference fees, meals, accommodations, etc. Only expenses incurred on behalf of the Board shall be reimbursed.

All expense claims are subject to audit and appropriate documentation to support incurred expenses shall be provided.

The per diem rate and kilometer rate will be approved annually in the budget process.