



SECTION:	Negotiations and Remuneration Agreements	APPROVAL DATE:
SUBSECTION:	Contracts and Compensatory Plans	September 22, 1975
POLICY NAME:	Travel Allowance - Automobile	LAST REVISED:
POLICY NUMBER:	R.NRA.E.2	June 5, 2000

1. THE RATE
 - 1.1 The Board shall establish an automobile travel allowance for employees who use their personal vehicle while conducting approved business of the Board.
 - 1.2 An employee may claim this travel allowance for automobile expenses incurred in travelling from workplace to workplace. Any travel between home and a place of work is considered part of the employee's journey to or from work and as such will not be compensated.
 - 1.3 A part time employee who voluntarily accepts an additional part-time assignment in a different Board workplace will not be compensated for the journey between both sites.
 - 1.4 All claims for travel allowance must be made to the immediate supervisor. Employees who have a regular assignment between two or more sites are required to make application for travel allowance on a monthly basis. All claims must be submitted within the school year during which the expense was incurred.
 - 1.5 When staff members from the same school or workplace are attending the same event it is expected that the immediate supervisor will encourage car pooling.
2. RATE REVIEW
 - 2.1 The Policy Committee of the Board shall review the travel allowance rate annually at the request of the Director. In the review, the Policy Committee shall consider the following:
 - a) cost of depreciation and replacement of an automobile
 - b) insurance costs
 - c) operating costs and maintenance costs
 - d) any other factor the Board or the Committee considers as relevant.
 - 2.2 The Policy Committee shall prepare recommendations for the Board.
3. PUBLIC TRANSPORTATION
 - 3.1 Where an employee uses public or other form of transportation in conducting the business of the Board, the employee shall be compensated for the actual cost of such transportation. Where the actual cost would exceed the distance allowance otherwise applicable, the prior approval of the Director must be obtained.
4. OTHER AGREEMENTS
 - 4.1 Where the terms of any agreement which the Board might have with any individual or group of individuals conflict with this policy, or resolutions made under this policy, the terms of the agreement shall take precedence.