



POLICY NUMBER AND NAME: 06.01.04 EXPENSE REIMBURSEMENT POLICY	SECTION: 06 – FINANCE AND ADMINISTRATION
	VERSION: 5
	LAST REVISION DATE: OCTOBER 19, 2024
ADOPTED: JANUARY 18, 2007	REVIEW FREQUENCY: EVERY 3 YEARS

PREAMBLE

The reimbursement of out of pocket expenses by volunteers who act as supervisors or have assigned specific duties, current RCS directors and staff is a reasonable sound business practice if the expense is incurred in support of the operation of the school business or for the advancement of the mission and vision of the school.

REVIEW HISTORY		
DATE	VERSION	CHANGES
NOVEMBER 1, 2014	2	
JUNE 17, 2019	3	
OCTOBER 19, 2022	4	
OCTOBER 19, 2024	5	ADDITION OF ITEM #4



GUIDING PRINCIPLES

Unless otherwise addressed in a school policy or written procedure, all out of province travel must be pre-approved and all expenses must comply with the Expense Approval Process. Original receipts will be required for reimbursement under the following conditions:

1. Meals
 - a. During travel for school business or school sponsored trips, meals will be reimbursed up to:
 - i. Breakfast C\$30.00 (US\$30.00 in the U.S.)
 - ii. Lunch C\$40.00 (US\$40.00 in the U.S.)
 - iii. Dinner C\$55.00 (US\$55.00 in the U.S.)
 - iv. Alcoholic beverages will not be reimbursed.
 - b. When meals have been pre-arranged, as part of the trip, additional expense receipts will not be accepted.
2. Travel
 - a. Air, bus or train expenses will be reimbursed provided the booking reflected the most economical and reasonably convenient option available at the time of booking.
 - i. Travel expenses relating to personal purposes will not be reimbursed.
3. Use of Private Vehicle
 - a. Unless otherwise provided for in individual employment contracts, the use of a private vehicle for conducting school business will be reimbursed at a rate that does not exceed the amount eligible under the Income Tax Act.
4. Cellphone
 - a. Eligible for SLT, Directors, and staff members with administrative responsibilities that require the use of cellphones upon supervisor approval. Reimbursement of cellphone costs will not exceed \$80 per month
5. Gifts for Persons not Employed by RCS or Promotional Gifts
 - a. Gifts purchased on behalf of the school for community building, advertising and/or promotion must be pre-approved by the Campus Principal or Superintendent.
 - b. Promotional gifts from the Development Office may also be approved by the Development Director's budget
6. Gifts to employees of RCS must comply with Policy 06.05 - Staff Gifts and Long Term Service Awards.