

<b>Policy:</b>	Travel – District Employees	FIN-401
<b>Division:</b>	FINANCE AND ADMINISTRATION	
<b>Cross-Reference</b>		

## **ADMINISTRATIVE PROCEDURES/REGULATIONS**

### 1. Pre-Approval of Travel

- 1.1 Requests for out-of-Province travel will be approved on a case-by-case basis, considering the rationale for the travel. Events that are considered essential for the District to be well positioned to deliver on its core mandate will be prioritized.
- 1.2 To request out-of-Province travel, employees must complete an NLESD Out of Province Staff Travel Request and submit for approval.
- 1.3 Requests for in-District travel as part of a conference, in-service or other professional development opportunity must be pre-approved by the employee's supervisor. Where travel includes airfare or a hotel accommodation booked through the District's purchase order system, the purchasing pre-requisition form will evidence the pre-approval of travel.

### 2. Designated Positions

The following positions are designated as requiring a personal vehicle for usage on District business. Employees in these positions on a permanent or term basis will receive the higher mileage rate, unless they have been provided a board-owned vehicle. Employees in casual call in positions (including substitute teachers) will not receive the higher rate.

Director and Associate/Assistant Director of Education  
 Senior Education Officer  
 Program Specialist  
 Program Itinerant  
 Educational Psychologist  
 Speech Language Pathologist  
 Itinerant Teacher Hearing Impaired  
 Itinerant Teacher Visually Impaired  
 Behaviour/Mental Health Itinerant  
 Computer Support Specialist

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**APPROVED:**      *August 18, 2017*

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Director of Facilities  
Manager of Facilities  
Regional Operations Managers  
Maintenance Supervisors

The District may designate specific employees as requiring a personal vehicle as a condition of employment. For any employees who are required to provide a personal vehicle as a condition of employment, and are in a position other than as specified in these regulations, a signed Personal Vehicle Authorization Form is required to be on file with the Finance and Business Administration Division. This form is valid for the duration of the period the employee is in the position that required the vehicle.

### 3. Original Receipts

Certain travel expenses are reimbursed without the requirement to submit receipts. These include:

- Reimbursements for usage of personal vehicle (mileage claims)
- Meal per diems
- Private accommodations per diem
- Incidentals for overnight travel

When employees are personally paying for other travel expenses (such as commercial accommodations or taxi fares), original receipts are required. If the original receipt does not carry evidence such as "paid" or indicate a zero balance, a proof of payment is also required (such as a credit card terminal slip).

### 4. Approval of School Principal Travel

Where a school Principal's travel is funded by school-generated funds, the travel claim must be approved by an appropriate approver, such as the Senior Education Officer responsible for the family of schools, or an Assistant Director of Education (Programs). A school Principal is not authorized to approve travel for himself/herself.

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