

## Travel and Subsistence Reimbursement



January 2026

### Background

To enable Trustees and employees to attend business and professional development activities that will advance the business of the organization and ultimately enhance child and student learning within the Division, the Board will reimburse Trustees and employees with approved travel and subsistence expenses.

### Procedures

1. The Division will reimburse Trustees and employees for fair and reasonable travel expenses incurred while on Division business.
2. Reimbursement is at the rates detailed in the *Travel and Subsistence Reimbursement Schedule (attached below)*.
3. Claims for a school/fiscal year **must be submitted by August 31<sup>st</sup>** of that school/fiscal year. All other claims should be submitted within 30 days of incurring an expense or travel on Division–related business.
4. Original receipts are required for meals and accommodation and must be attached to all claims. Claims without receipts should be on an exception basis only, that is, only when a receipt cannot be obtained. Additionally, alcohol purchased with a meal will not be reimbursed.
5. Review of expense reimbursement claims is delegated as follows:
  - The Board Chairperson will review all Trustee and Superintendent claims.
  - The Board Vice–Chairperson will review the Board Chairperson’s claims.
  - The Superintendent or designated supervisor will review all other claims.
6. The Secretary–Treasurer will be responsible for the reimbursement of claims including ensuring proper authorization of payment.

Reference: Sections 33, 52, 53, 68, 196, 197, 204, 222 and 225 *Education Act*  
Section 248L, Canada Tax Act

Approved: January 2010  
Reviewed: June 2016  
August 2023  
Revised: August 2016  
August 2025

## **Travel and Subsistence Reimbursement Schedule**

Effective January 1, 2026

### **Meals**

Actual cost with original receipts will be reimbursed providing the amount is reasonable. Reimbursable amounts shall include GST and a maximum of a 15% gratuity. The recommended maximums for meal costs are:

|           |         |
|-----------|---------|
| Breakfast | \$15.00 |
| Lunch     | \$15.00 |
| Dinner    | \$25.00 |

Trustees and employees are encouraged to consider these recommendations when traveling. Meals will not be reimbursed if the event that is attended is catered.

### **Accommodation**

Actual cost with original receipts will be reimbursed. Trustees and employees are encouraged to consider moderate accommodation levels while on business.

### **Automobile Transportation / Mileage**

Approved travel will be reimbursed at the current business travel rates as specified in the Government of Alberta, travel, meal and hospitality expenses policy found at: <https://open.alberta.ca/publications/travel-meal-and-hospitality-expenses-policy-expenses-policy>

The current private vehicle mileage allowance rate for Prairie Land is grandfathered at \$0.58 per km until such time as the provincial rate catches up or surpasses our rate.

### **Other Transportation**

Trustees and employees who are required to travel by air will be reimbursed on the basis of actual cost with original receipts. Where out of province travel is by automobile, the per kilometer reimbursement will not exceed the cost of air travel to the same destination.

If travel to a workshop, seminar, conference, convention, etc. is by automobile and other trustees or employees are also attending, it is expected, whenever possible, that delegates will travel together.