

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 400 – Business Administration

### **POLICY 410: EXPENSE REIMBURSEMENTS**

#### BACKGROUND

Under the School Act, a Board may provide for the payment of travel and other expenses and honoraria to Trustees and other persons who incur expenses as a result of their responsibilities on behalf of the Medicine Hat Public School Division (MHPSD).

#### POLICY

When the Board of Trustees requires that Trustees and MHPSD staff travel on MHPSD business, the MHPSD will provide reasonable reimbursement of expenses.

#### GUIDELINES

1. Individuals are expected to exercise wise judgement in choosing means of transportation and accommodation which reflect concern for the MHPSD's budget.
2. Where several individuals attend the same function, sharing of transportation should be considered.

#### ADMINISTRATIVE PROCEDURE

[410 P 001 – Expense Reimbursement](#)

#### ADMINISTRATIVE PROCEDURE - EXHIBITS

[410 E 001 – Schedule of Reimbursements](#)

#### REFERENCES

Alberta Education – School Act

**Approved:** September 7, 2004

**Revised:** December 5, 2016