

MEDICINE HAT SCHOOL DISTRICT NO. 76

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 district.

POLICY

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

GUIDELINES

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

**Approved & Adopted:
September 7, 2004**

**Reviewed:
December 5, 2016**

REFERENCES

[Procedure 430 P 001](#): Expense Reimbursement
[Exhibit 430 E 001](#): Schedule of Reimbursements