

**D. Business Administration**  
**Policy D-600: Expense Reimbursement**  
**Policy**

The Charter Board believes that Board Members and employees of the Valhalla School Foundation and Valhalla Community School may be required or offered the opportunity to attend business and professional development activities, and that these individuals are entitled to reasonable reimbursement for their expenses while attending any such authorized activities.

**Guidelines**

1. Rates of reimbursement
  - a. Reimbursement for meals, accommodation and transportation shall be at rates as established by the Alberta Government (as published by Corporate Human Resources [www.chr.alberta.ca](http://www.chr.alberta.ca)).
  - b. Registration fees will be reimbursed at actual reasonable costs with original receipts.
2. If travel to the activity is by automobile and other Board Members or employees are attending, it is expected that, whenever possible, they will travel together.
3. Claims shall be reviewed as follows:
  - a. The Board of Directors shall authorize claims made by members of the Charter Board. (ref: By-Laws Article 2 Section 10)
  - b. The Superintendent shall authorize claims made by the Principle, Director of Transportation and Secretary Treasurer.
  - c. The Principal shall authorize claims made by school-based personnel.
  - d. The Transportation Director shall authorize claims made by bus drivers.

*Approved (D-600):*                      *May 1, 2014*

*Revised:*

*Due for Revision:*                      *May 2019*

*Legal Reference:*