



602.9AP Staff Travel & Expense

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CROSS REFERENCE:

- [602BP Financial Matters](#)
 - [602.9AP Exhibit 1 Staff Travel and Expense - Claim Form](#)
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PROCEDURES:

1. General
 - 1.1 All employees are expected to use a BTPS purchasing card for travel expenses, with the exception of meals, where feasible. In cases where the purchasing card is not accepted the employee will claim the actual expense and attach the original expense receipt.
 - 1.2 All claims must be submitted in a timely manner.
2. Air Travel
 - 2.1 Flight cancellation insurance (claimable for documented health reasons) is an allowable expense. Travel accident, life insurance and health care insurance will not be reimbursed.
 - 2.2 Flights and other travel arrangements for spouses must be booked on a personal account and Buffalo Trail purchasing cards are not to be used for this purpose.
3. Division Vehicles
 - 3.1 Division vehicles are to be used for Division required travel instead of personal vehicles whenever possible.
4. Private Auto Travel
 - 4.1 Reimbursement for travel is generally for additional travel for division purposes. Travel from personal residence to the primary location for employment is not generally supported, and additional travel where incurred and requested would be reimbursed.
 - 4.2 Travel using a division vehicle should be the first option where possible and reasonable, and staff may be directed to use a division vehicle where available.

Definitions

"Primary Residence" refers to a common understanding of the employee's primary place of residence they reside at during the normal work week. Where there is not a clear understanding, the Division for the purposes of mileage reimbursement can designate the

primary residence.

“Primary Work Location” refers to the location the employee would normally report to work and is designated by the Division. The location may be different on different days, and is only determined by the Division.

“Another Work Location” is a location of work that is not the “Primary Residence” and can include a location within or outside the boundaries of the Division.

4.3 The calculation for mileage for a kilometre reimbursement is as follows:

4.3.1 Travel to (from) Primary Residence and Primary Work Location (or return)

4.3.1.1 Travel between the Primary Work Location to (from) the Personal Residence is not normally available for reimbursement.

4.3.1.2 Travel may be reimbursed on exception and with specific approval by their supervisor in specific circumstances (for example, responding due to an incident while on-call or after hours);

4.3.2 Travel to (from) Primary Residence and Another Work Location

Where the distance traveled between the Personal Residence to (from) Another Work Location (“A”) is more than the distance between the Personal Residence to (from) the Primary Work Location (“B”), the kilometres for reimbursement will be the additional kilometres incurred (A-B).

4.4 Travel Between Work Locations

Travel Between Work Locations will normally be reimbursed.

5. Vehicle Rental

5.1 When renting a vehicle on division business rent only passenger-type or light commercial vehicles (cars, light trucks, passenger vans).

5.2 When renting a vehicle for division business purchase collision damage waiver insurance unless you are covered by some other insurance.

6. Parking

6.1 Parking is a reimbursable expense paid at actual cost (receipt required).

7. Public Transportation

7.1 Public transportation is a reimbursable expense paid at actual cost (receipt required).

8. Hotel Accommodation

8.1 Hotels should be in a moderate price range with reasonable comfort and good locations. For most conferences, the conference hotels are the preferred choice.

8.2 Any upgrades where a less expensive room was available is the responsibilities of the Employee and should not be paid by the Division.

8.3 Accommodation for one night before, together with the duration of the conference and, when needed, one night after the conference are acceptable.

9. Travel Packages

9.1 An overall travel package that includes airfare and hotel is acceptable if the price is

more economical.

10. Meals

10.1 Meal expenses are reimbursable for the following dollar amounts:

- 10.1.1 Maximum dollar amounts (either by receipt or by allowance): \$15 for breakfast, \$20 for lunch and \$25 for supper.
- 10.1.2 For Meal Allowance claims receipts will not be required.
- 10.1.3 Alcohol is not a reimbursable expense at any time.
- 10.1.4 If a meal is provided as part of a conference registration or provided complementary by another party, reimbursement is not available unless due to dietary needs the meal provided is not consumed.
- 10.1.5 Meal reimbursements and meal allowances for individuals would normally not be provided when travelling or working within the Division boundaries.
- 10.1.6 Meals provided for staff meetings or for staff functions are allowable and must be reasonable and should be limited to ensure dollars are best available for operations and students.
- 10.1.7 Meal reimbursement or a meal allowance can be provided as an exception to the above when authorized by the Superintendent or Secretary Treasurer.

11. Spousal Attendance at Conferences

- 11.1 At the time of registration for a conference, costs for spousal attendance including meal packages or activities as part of the conference are to be paid to the division by attaching a personal cheque for the appropriate amount.