

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

TRAVEL AND EXPENSE REIMBURSEMENT	POLICY
EFFECTIVE: 2007 03 27 / 2010 10 27 / 2015 03 24	

POLICY STATEMENT:

The St. Clair Catholic District School Board will reimburse employees for expenses reasonably incurred while on approved Board business.

POLICY GOALS:

1. To promote financial integrity, accountability and transparency.
2. To ensure the fair and equitable treatment of all employees.
3. To clarify the parameters and guidelines under which employees will be reimbursed for expenses incurred while on approved Board business.
4. To ensure that appropriate accounting procedures, reporting mechanisms and approvals are in place.