

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p>Mileage Reimbursement – Itinerant Employees</p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy DKB</p>

An *itinerant* employee in the Louis Riel School Division (LRSD) is defined as follows:

- an employee who has been assigned within his or her single position to work at more than one school location, or
- a full-time teacher who has been declared as surplus, and as a result, is assigned to two or more assignments by the division, at different schools.

An itinerant employee who uses his or her vehicle to travel between schools is entitled to a per kilometre mileage reimbursement at a rate established by the Division.

An employee with separate assignments at multiple locations is not considered itinerant and is not eligible for mileage reimbursement for travel between schools. For greater clarity, an employee who obtained separate positions by applying to two or more separate job postings to obtain an increased overall F.T.E. is not considered an itinerant employee.

Travel between home and work locations is not eligible for reimbursement in compliance with CRA legislation.

Employee Mileage Reimbursement forms and logs are available on the LRSD Accounting – Forms portal. All forms and logs must be approved by the immediate supervisor(s) prior to submission to the Accounting Department.

Mileage reimbursement expenses are to be submitted quarterly: (Sep-Nov/Dec-Feb/Mar-May/and June) and must be submitted within the fiscal year in which the expense was incurred, no later than July 15.

Should you have any questions or concerns regarding your mileage reimbursement, please contact the Accounting Department.

The [Itinerant Teacher Mileage Claim Form](#) is a daily log of travel and must be completed by the employee and approved by the supervisor.