

## POLICIES, GUIDELINES AND PROCEDURES

| SUBJECT  | N.E.P.N. CODE |
|--|---------------|
| <b>PROCEDURES FOR REIMBURSEMENT OF EXPENSES/<br/>APPROVAL OF EMPLOYEE ACCOMMODATIONS</b> | <b>DKB</b>    |

### I. POLICY

The Louis Riel School Division believes that reimbursements for expenses incurred by divisional employees and/or provision of accommodations to employees must arise only to assist their performance of their assigned duties and responsibilities.

The Division further believes that operational protocols for such expenses and accommodations must:

- strive to model and uphold the highest ethical standards;
- maximize educational value of monies expended;
- respond appropriately to the need for emergency expenditures;
- identify and monitor inventory effectively;
- consider practices that support sustainable development principles; and
- respect all relevant provisions of the [Public Schools Act \(Manitoba\)](#), [Policy BCB – Board Conflict of Interest](#) and [Policy GBEA – Staff Ethics: Conflicts of Interest](#).

### II. GUIDELINES

1. The Secretary-Treasurer shall be responsible for articulating efficient and ethical operational protocols to Divisional employees who may incur expenses or require accommodations to fulfil their assigned duties and responsibilities.
2. For the purposes of this policy, “accommodations” shall be defined as considerations including but not limited to variations in work schedules that require banking of time, and the personal use of equipment purchased by the Division.

### III. PROCEDURES

1. Support documents shall be posted on the divisional website to define the appropriate procedures for the following reimbursements and accommodations:
  - [Itinerant Teacher Mileage Claim Form](#)
  - [Employee Mileage Form](#)
  - [Reimbursements Claim Form](#)
  - [LRSD Admin Protocol](#) – Use of PD Funds: Other Employees
  - [LRSD Admin Protocol](#) – Use of PD Funds: Principals & Vice-Principals
  - [LRSD Admin Protocol](#) – Use of PD Funds: Senior Leadership Team
  - [LRSD Admin Protocol](#) – Use of PD Funds: School Board Members
  - [Policy EDC](#) – Authorized Use of School-/Division-Owned Equipment

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| <b>Adopted:</b> | April 6, 2010                      | <b>Legal References:</b> |
| <b>Revised:</b> | February 5, 2019; January 17, 2023 |                          |