

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

TRAVELLING WITHIN THE DISTRICT

AG 33.0
NPS 24-99

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to pay travel allowance to any employee authorized or requested to use private transportation for the performance of his/her regular duties, subject to the following:

ADMINISTRATIVE REGULATIONS:

Any employee, eligible to claim kilometrage under this policy must observe the following regulations, subject to the appropriate Collective Agreement or conditions of employment:

1. Employees may claim kilometrage when authorized or requested to travel from their initial place of work to another place of work. Only kilometrage actually travelled may be claimed.
2. In the case of P.A. days, workshops, etc., car pools must be used with a minimum of four (4) employees per vehicle, where numbers will allow.
3. Kilometrage rate will be that which is currently in effect.

ADMINISTRATIVE PROCEDURES:

Employees who wish to claim kilometrage expenses under this policy shall proceed as follows:

1. Complete a travel expense claim in the detail called for on the form.
2. In the case of teachers, the principal shall initial the expense claim.
3. In the case of car pools, names of passengers must be shown.
4. Forward the completed form to the appropriate supervisory officer.

Replaces former Section C1