

## ***SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD***

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<i>Section</i>	BUSINESS AND TRANSPORTATION
<i>Management Guideline</i>	TRAVEL, MEALS, and HOSPITALITY EXPENDITURES
<i>Applicable Policy</i>	TRAVEL, MEALS, ando (en-GB)BDC q466.82 630.82 306.43

- 2.5 It is the responsibility of the individual to ensure their motor vehicle insurance coverage is appropriate for business use of the vehicle.
- 2.6 Where appropriate the board encourages car pooling. Approving authorities may limit reimbursement amounts where this practice has not been followed.
- 2.7 The kilometric rates for travel will be guided by the per kilometer rate established by the Canadian Revenue Agency. Effective with policy approval

## **5.0 Expense Account Submission**

- 5.1 Personal expense claims must be submitted using the Board Expense Form F01-003.
- 5.2 When submitting an expense claim, the purpose of the trip must clearly be stated and copy of the itinerary and/or boarding pass must accompany the claim.

#### 6.4 Employees Required to Travel Inside System

A number of employees are required



## 12.0 Perquisites (Perks)

- 12.1 The term perquisite, or perks, refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others. A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.
- 12.2 The following perquisites are not allowed under any circumstance:
- club memberships for personal recreation or socializing purposes, such as fitness clubs, golf clubs or social clubs
  - seasons tickets to cultural or sporting events
  - clothing allowances not related to health and safety or special job requirements
  - access to private health clinics – medical services outside those provided by the provincial health care system or by the employer's group insured benefit plans
  - professional advisory services for personal matters, such as tax or estate planning

These privileges cannot be provided by any means, including:

- an offer of employment letter, as a promise of a benefit,
- an employment contract, or
- a reimbursement of an expense.

- 12.3 Perquisites that are not related to business requirements are not allowed.
- 12.4 The Superior-Greenstone District School Board will retain expense claims with supporting documentation for 7 years. A perquisite is allowable only in limited and exceptional circumstances where it is demonstrated to be a business-related requirement for the effective performance of an individual's job. Allowable perquisite approval levels:

Employee	Approval Level
Director of Education	Chair of the Board
All other employees	Director of Education

- 12.5 Summary information about allowable perquisites will be made publicly available. This summary information should be made available on an annual basis. Personal information will not be provided.

**Appendix A**

**Superior-Greenstone DSB Mileage-one way**

	Beardmore	Dorion	Geraldton	Longlac	Manitouwadge	Marathon	Marathon-MTPS	Nakina	Nipigon	Red Rock	Schreiber	Terrace Bay	Thunder Bay
Beardmore		118	85	113	350	262	264	149	79	98	167	180	196
Dorion	118		203	231	314	226	228	267	40	37	131	144	78
Geraldton	85	203		38	438	347	348	65	163	182	251	264	281
Longlac	113	231	38		479	379	376	103	192	210	279	297	308
Manitouwadge	350	314	438	479		98	100	509	274	293	184	170	392
Marathon	262	226	347	379	98		3	411	187	206	96	83	304
Marathon-MTPS	264	228	348	376	100	3		413	188	207	97	84	305
Nakina	149	267	65	103	509	411	413		228	247	316	329	345
Nipigon	79	40	163	192	274	187	188	228		19	91	105	117
Red Rock	98	37	182	210	293	206	207	247	19		110	123	114
Schreiber	167	131	251	279	184	96	97	316	91	110		14	208
Terrace Bay	180	144	264	297	170	83	84	329	105	123	14		221
Thunder Bay	196	78	281	308	392	304	305	345	117	114	208	221	

**Superior-Greenstone DSB Mileage-return**

	Beardmore	Dorion	Geraldton	Longlac	Manitouwadge	Marathon	Marathon-MTPS	Nakina	Nipigon	Red Rock	Schreiber	Terrace Bay	Thunder Bay
Beardmore		236	170	226	700	524	528	298	158	196	334	360	392
Dorion	236		406	462	628	452	456	534	80	74	262	288	156
Geraldton	170	406		76	876	694	696	130	326	364	502	528	562
Longlac	226	462	76		958	758	752	206	384	420	558	594	616
Manitouwadge	700	628	876	958		196	200	1018	548	586	368	340	784
Marathon	524	452	694	758	196		6	822	374	412	192	166	608
Marathon-MTPS	528	456	696	752	200	6		826	376	414	194	168	610
Nakina	298	534	130	206	1018	822	826		456	494	632	658	690
Nipigon	158	80	326	384	548	374	376	456		38	182	210	234
Red Rock	196	74	364	420	586	412	414	494	38		220	246	228
Schreiber	334	262	502	558	368	192	194	632	182	220		28	416
Terrace Bay	360	288	528	594	340	166	168	658	210	246	28		442
Thunder Bay	392	156	562	616	784	608	610	690	234	228	416	442	

Approved as of September 1, 2018

