

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 400 – Business Administration

ADMINISTRATIVE PROCEDURE: EXPENSE REIMBURSEMENT

<i>PROCEDURE CODE:</i>	<i>410 AP 001</i>
Policy Reference: 410 – Expense Reimbursements	Exhibits: 410 E 001 – Schedule of Reimbursements

PROCEDURE

1. Prior to travelling on Division business, the staff member must obtain proper approval. This is to insure that the business is warranted and that while travelling on Division business, liability insurance will be in place.
2. Upon return from travelling on Division business, the staff member will immediately complete the proper claim form and submit it to the Secretary Treasurer's department with the appropriate attachments [receipts].
3. The Secretary Treasurer or designate will review the claim to insure that the claim has been completed properly, receipts are attached, and the business was authorized before approving payment of expenses.
4. The Secretary Treasurer's department will make every effort to have payment of expenses incurred on Division business reimbursed to those concerned within two weeks from the date the claim is received.
5. Under no circumstances shall schools or departments make payments directly to individuals for reimbursement of travelling expenses.

Approved: January 18, 2005

Revised: December 5, 2016