Medicine Hat Public School Division
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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 - EXHIBIT: SCHEDULE OF REIMBURSEMENTS

EXHIBIT CODE:	*410 E 001*
Policy Reference: 410 – Expense Reimbursements	

EXHIBIT

1. Transportation Expenses
   1.1. The allowance for business use of a Trustee's or staff member's personal vehicle shall be $0.61 per kilometre or the mileage reimbursement rate established under the Government of Alberta's Travel, Meal and Hospitality Expenses Policy, whichever is greater. The applicable rate in effect on the date of travel shall be used for reimbursement purposes. When travel is by public transportation, actual cost will be reimbursed when supported by suitable receipts. Such costs would include air fare (economy rates), bus fare, taxi and/or parking costs.
2. Accommodation Expenses
   2.1. Hotel or motel accommodation expenses, including business telephone calls, will be paid at actual cost when supported by suitable receipts. Reasonable hotel gratuities may also be claimed. Personal telephone calls or entertainment costs shall not be considered a reimbursable expense.
3. Meal Allowances
   3.1. Meal allowances, which include gratuities, shall be paid without receipts as follows:
      3.1.1. $15.00 for breakfast,
      3.1.2. $15.00 for lunch,
      3.1.3. $30.00 for dinner,
      3.1.4. $60.00 per full day

   If a meal is provided either by a business host, or included in the registration fee, the corresponding meal(s) shall not be claimed. Hospitality costs for specified guests may be included.

4. Economical Choice – All personnel will exercise reasonable judgment in choosing means of transportation and accommodation which reflects concern for the School Division's budget.

   Where there are several staff members attending the same function, efforts shall be made, whenever possible, to have two or more members travel in the same car.

5. Travel Outside of Canada – directly related to the MHPSD International Student Program

   5.1. All expenses incurred during foreign travel—including approved allowances and receipted expenditures—shall be reimbursed in Canadian currency (CAD). Reimbursements for transactions made in foreign currencies will be calculated based on the exchange rate in effect at the time of the transaction, as supported by provided documentation.

   5.2. Claimants may seek reimbursement for meal expenses under the following conditions:

      5.2.1. Actual Expenses: Reimbursement for the cumulative total of all meal receipts for the day.

      5.2.2. Daily Limit: The total daily reimbursement shall not exceed a maximum of $200.00 CAD.

      5.2.3. Claimants will be entitled to the lesser of the two amounts (totaled receipts or the daily limit).

TRAVEL DISTANCE CHART

Destination	One Way	Return
Banff	420	840
Brooks	111	222
Calgary	293	586
Camrose	439	878
Cypress Hills (Sask.)	144	288
Drumheller	246	492
Edmonton	563	1126
Elkwater	67	134
Fort MacLeod	222	444
Great Falls	445	890
Hinton (Blue Lake)	863	1726
Jasper	705	1410
Kananaskis	397	794
Lake Louise	473	946
Lethbridge	167	334
Lloydminster	483	966
Olds	373	746
Pincher Creek	275	550
Ponoka	462	924

Red Deer	426	852
Regina	459	918
Saskatoon	491	982
Stettler	362	724
Taber	116	232
Waterton Park	296	592

REFERENCES

Income Tax Act

Approved: November 16, 2004
Revised: October 5, 2026