



**ADMINISTRATIVE POLICY No. 706**

**IMPLEMENTATION MAY 2015**

RESPONSIBILITY OF BUDGET MANAGERS FOR PAYMENT OF EXPENSES

The school division believes in adhering to strong budget management practices. Budget managers are allocated resources to manage and therefore expenditures require budget managers to protect the school division through adhering to generally acceptable business practices.

**Claims for Payment**

**PROCEDURES**

1. Subject to Administrative Policy No. 710 ([Employee Purchasing](#)), claims for payments shall be completed using the designated form that may be in place at the time of the claim. All claims for payment will include:
  - Copies of all receipts
  - Account coding
  - Breakdown of taxes
  
2. Claims for payment shall be approved by the immediate supervisor of the individual making the claim. The following list shows the flow for approval of the claim form:
  - School-based staff (excluding Principal) – Principal approves
  - Principal – Superintendent assigned to the school approves
  - Division Office staff – Supervisor approves
  - Coordinators – Superintendent approves
  - Admin. Council – Director of Education approves
  - Director of Education – Board Chair approves

- Bus Drivers and Bus Shop Staff – Conveyance Manager approves
  - Conveyance Manager – CFO approves
  - Facilities Staff (excluding Facilities Planner) – Facilities Planner approves
  - Facilities Planner – Director of Education approves
3. The immediate supervisor is responsible to ensure the claim has followed the appropriate claims process and meets with the criteria for reimbursement in Section 1 above and Appendix A in Administrative Policy No. 705 ([Payments](#)).

## **Mileage Reimbursement**

### **PROCEDURES**

1. Mileage reimbursement claims shall be completed using the designated form that may be in place at the time of the claim. All claims for payment will include:
  - Copies of all receipts (parking, etc.)
  - Date of travel
  - Destination
  - Kilometres driven for each eligible trip
2. Mileage claims shall be approved by the immediate supervisor of the individual making the claim. The following list shows the flow for approval of the claim form:
  - School-based staff (excluding Principal) – Principal approves
  - Principal – Superintendent assigned to the school approves
  - Division Office staff – Supervisor approves
  - Coordinators – Superintendent approves
  - Admin. Council – Director of Education approves
  - Director of Education – Board Chair approves
  - Bus Drivers and Bus Shop Staff – Conveyance Manager approves
  - Conveyance Manager – CFO approves

- Facilities Staff (excluding Facilities Planner) – Facilities Planner approves
  - Facilities Planner – Director of Education approves
3. The immediate supervisor is responsible to ensure the claim has followed the appropriate claims process and meets with the criteria for reimbursement in Section 1 above and Appendix A in Administrative Policy No. 705 ([Payments](#)).

## **Purchase Card Transactions**

### **PROCEDURES**

1. Purchase card transactions must be reconciled at the end of each month using the online reporting site. All purchase card reports shall be submitted in hard copy (or scanned copy) form to the Accounting Assistant and include the following:
  - Copies of all receipts
  - Account coding
  - Breakdown of taxes
2. Purchase card transactions shall be approved by the immediate supervisor of the individual making the claim. The following list shows the flow for approval of the claim form:
  - School-based staff (excluding Principal) – Principal approves
  - Principal – Superintendent assigned to the school approves
  - Division Office staff – Supervisor approves
  - Coordinators – Superintendent approves
  - Admin. Council – Director of Education approves
  - Director of Education – Board Chair approves
  - Bus Drivers and Bus Shop Staff – Conveyance Manager approves
  - Conveyance Manager – CFO approves
  - Facilities Staff (excluding Facilities Planner) – Facilities Planner approves
  - Facilities Planner – Director of Education approves

3. The immediate supervisor is responsible to ensure the claim has followed the appropriate claims process and meets with the criteria for payment in Section 1 above and Appendix A in Administrative Policy No. 705 ([Payments](#)).

## **Professional Development**

### **PROCEDURES**

1. Professional development fund claims shall be completed using the designated form that may be in place at the time of the claim. All claims for payment will include:
  - Copies of all receipts (parking, etc.)
  - Date of travel
  - Destination
  - Travel costs (receipts for airfare, etc.)
  - Hotel costs (receipts required)
  - Registration fee
2. Professional development claims shall be approved by the immediate supervisor of the individual making the claim. The following chart shows the flow for approval of the claim form:
  - School-based staff (excluding Principal) – Principal approves
  - Principal – Superintendent assigned to the school approves
  - Division Office staff – Supervisor approves
  - Coordinators – Superintendent approves
  - Admin. Council – Director of Education approves
  - Director of Education – Board Chair approves
  - Bus Drivers and Bus Shop Staff – Conveyance Manager approves
  - Conveyance Manager – CFO approves
  - Facilities Staff (excluding Facilities Planner) – Facilities Planner approves
  - Facilities Planner – Director of Education approves
3. The immediate supervisor is responsible to ensure the claim has followed the appropriate claims process and meets with the criteria for reimbursement in Section 1 above.