



Staff/trustees are requested to use the most economical mode of travel taking into consideration travel time, en route expenses, number of staff attending and availability of car rentals, flights, trains, etc. Shared travel is encouraged whenever possible. One claim per vehicle is allowed when staff members travel together to the same destination.

Travel from home to the first worksite is a personal expense and accordingly will not be reimbursed. Reimbursement will be paid for board-related business from whichever distance is shorter:

- x work to meeting/worksite
- x home to meeting/worksite

The following are options which should be considered when traveling on Board business:

- 2.1 Rental Vehicle – If driving more than 200 kilometers in a day, consider a rental vehicle. When renting a vehicle, a compact model or its equivalent should be considered. To avoid higher gasoline charges, rental vehicle should be refueled prior to return.
- 2.2 Air or Train Travel – if air or train travel is most practical and economical way to travel; economy fare.
- 2.3 Personal Automobile – All staff/trustees driving on Board business are required to have a valid driver's license and carry insurance on their vehicle. In the event of an accident, claims cannot be made to the Board for any damages or deductibles.

### 3.0 MEALS

#### **Reimbursement for alcohol is not permitted**

- 3.1 Original itemized meal receipts are required and reimbursement for meals will be made subject to the following limits:

NNDSB RATES	
Meals	Maximum Amount
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

**Taxes and gratuities are included in the above reimbursement rates.**  
Tips/gratuities are limited to a maximum of 15%.

- 3.2 The rates are for individual meals and not a per diem rate. One receipt should be submitted per each individual meal. Costs over the individual meal allowance limits are the responsibility of the staff member or trustee.
- 3.3 Meals will not be eligible for reimbursement if meals are being provided as part of a conference, workshop, professional development session, or business meeting. Staff/trustees that do not attend or fully participate in a prepaid conference shall not be reimbursed for expenses.
- 3.4 When travelling at the request of the Ministry of Education, the Ministry's rates for meals, mileage and accommodation are applied. Costs over and above the Ministry rates will be the responsibility of the staff member or trustee and are not subsidized to Board level rates.
- 3.5 If staff and trustees are purchasing grocery items to be consumed while away on board business, detailed receipts are required and items purchased should be







