

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

POLICY SERIES 400 - STAFF PERSONNEL

404	REIMBURSEMENT AND RECOGNITION
404.2	Refund of Travel and Other Expenses

The Board of Education, School District No. 48 (Sea to Sky), recognizes that there are occasions when employees incur travel and other expenses. These may be in carrying out duties related to their employment or through approved opportunities for professional development. Therefore, school district employees are entitled to receive a refund for approved travel and other expenses in such instances.

Qualification, rates and procedures for such reimbursement are specified in the Regulation accompanying this Policy and the forms for claiming reimbursement are provided in the Administrative Procedure.