



## **EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT**

### **1.0 Rationale**

It is the desire of the Board to reimburse employees for out-of-pocket expenses incurred in attending an authorized conference, workshop, seminar, training course, meeting or while travelling on Board business in the performance of work related duties.

### **2.0 Definitions**

### **3.0 Policy**

It is the policy of District School Board Ontario North East to reimburse employees for out-of-pocket expenses incurred in attending an authorized conference, workshop, seminar, training course, meeting or while travelling on Board business in the performance of work related duties in accordance with the District School Board Ontario North East Travel, Meal and Hospitality Directive, administrative regulations and procedures as contained herein at rates established by the Board and that the rates be reviewed annually in November of each year for the next upcoming calendar year.