

NORTHEASTERN CATHOLIC DISTRICT SCHOOL BOARD

Policy
E-4

Authority
99-058 / 03-106

ALLOWANCE - LOCAL TRAVEL

POLICY STATEMENT

Certain staff members, in the performance of their duties, are required to travel on a regular basis from one work place to another during the same work day. The Board will compensate, at least in part, such staff members for costs incurred by such traveling.

POLICY REGULATIONS

1. Participation in a meeting does not entitle a staff member to a travel allowance.
2. The allowance shall be determined according to an estimate of distances traveled and the frequency of such travels.
3. Travel allowances shall cease to be paid to a staff member should they no longer qualify.
4. The following staff members may be entitled to a travel allowance:
 - Assignment Teachers
 - Itinerant Teachers
 - Itinerant Support Staff
 - Members of Committees
 - School Principals
5. The Director of Education or his/her designate shall determine entitlement to a travel allowance. The amount to be paid is as per Board policy. It is understood that every effort will be made by our staff members to utilize the services of our contracted car rental agency.