



AP 6-602 – EXPENSE REIMBURSEMENTS

Employees will be reimbursed by Western School Division for authorized expenses upon receipt of the properly submitted claim form including receipts and supervisor authorization.

Trustees and employees are entitled to reimbursement of vehicle expenses when they are required to use their own vehicle for school division duties.

The reimbursement rate for travel outside the City of Morden will be set at the same rate established by the Manitoba School Boards Association (MSBA).

In effect July 1, 2016

Outside the City of Morden	\$0.48/kilometre
Within the City of Morden	\$2.75/trip
Within the City of Morden – truck required	\$3.00/trip

The Secretary-Treasurer reviews vehicle reimbursement rates as a part of the annual budget process.