[redacted]

GAP

GENERAL ADMINISTRATIVE PROCEDURES

SECTION:	700.00
GAP NUMBER:	705.00
SUBJECT:	Travel, Meal,

1.0 PURPOSE

2.0 APPLICATION AND SCOPE

4.0 MANDATORY REQUIREMENTS – GENERAL

before

prohibited

must be named on the expense reimbursement form.

itemized

5.0 ACCOUNTABILITY FRAMEWORK

5.1 Managerial Discretion

Approvers are accountable for their decisions, which must be:

- Subject to good judgment and knowledge of the situation;
- exercised in appropriate circumstances; and
- comply with the principles and mandatory requirements set out in these Procedures.

When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:

- able to stand up to scrutiny by the auditors and members of the public/media
- properly explained and documented
- fair and equitable
- reasonable
- appropriate

6.0 TRAVEL

Outside the Dufferin-Peel area:

Within the Dufferin-Peel area:

One day workshops:

6.1 Using a Personal Vehicle

Home to Employment -

Employment to Home -

Itinerant Staff -

Parking and Toll Fees -

Employees who Regularly Work at More Than One School -

Other Authorized Travel -

(immediately after the end of the month).

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6.2 Transportation – How to Get There

Airplane

GAP 705.00

11.0 PROCEDURE FOR REIMBURSEMENT OF BUSINESS-RELATED EXPENDITURES

(immediately after the end of the month).

12.0 EXPENSES FOR EXTERNAL CONSULTANTS AND OTHER CONTRACTORS

Claims for Reimbursement of Expenses

13.0 RESPONSIBILITIES

Employees

Associate Directors and Superintendents

Director