



Expense Claims (Including Mileage) for Employees

The following procedures help to ensure divisional expense claims are processed and paid quickly:

- The division will reimburse staff for approved travel and miscellaneous expenses on a monthly basis.
- Original expense claims can be submitted any time during the month. Payouts will occur in the first week of the following month, as approvals are completed.
- Any claims submitted after the regularly monthly period may experience delays as further verification of the claim may be required.
- Mileage will be calculated from the site where the employee is employed to their destination (and return) *or* from their home to the destination, whichever is less.
- Other common miscellaneous expense costs may include parking or approved meals.
- All original receipts must be attached and signed indicating the purpose of the expense.
- If the bill relates to more than one person, all persons must be identified.
- When receiving bills for meals, the detailed receipt from the restaurant must be attached.

Mileage Expenses for Non-employees

Volunteer drivers are to be paid the cost of their gas for each specified event.

Cross Reference:		
Date Adopted: August 1, 2017	Date Amended:	Board Motion(s):
Policy:	Guidelines:	Exhibit: DKC-E1, DKC-E2