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## **MEAL AND TRAVEL REIMBURSEMENT**

The Board shall provide flat-rate meal allowances for individuals while conducting SVSD business or professional development activities at par with the Manitoba Provincial Government rate, to be adjusted annually.

This rate is to apply within Manitoba and Saskatchewan. All other out-of-province reimbursement claims are to be accompanied by receipts.

Mileage allowance for Division employees as approved and designated for travel on School Division business or approved for reimbursement due to itinerary shall be established at the prevailing provincial kilometer rate once each year. Allowance to be paid monthly on the basis of submission of required documentation.

1. Itinerary reimbursement eligibility shall be extended to those employees only who travel between schools during the day and for whom travel during the day was added subsequent to their initial hiring situation.