

# CHATHAM-KENT LAMBTON ADMINISTRATIVE SCHOOL SERVICES

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| Policy:    | Travel and Expense Reimbursement |
| Reference: | CC-PO-002-2019                   |
| Adopted:   | June 25, 2019                    |
| Revised:   |                                  |



## Policy Goal:

It is the policy of Chatham-Kent Lambton Administrative School Services (CLASS)

- To promote financial integrity, accountability and transparency.
- To ensure the fair and equitable treatment of all employees.
- To clarify the parameters and guidelines under which employees will be reimbursed for expenses incurred while on approved CLASS business.
- To ensure that appropriate accounting procedures, reporting mechanisms and approvals are in place.

## Policy Statement:

The member Boards and Chatham-Kent Lambton Administrative School Services (CLASS) recognize an obligation to ensure efficient, high-quality service and reasonable stewardship of public funds.

CLASS will reimburse employees for necessary and reasonable business travel expenses including use of their vehicles while on approved CLASS business.

## Preamble:

CLASS is a joint venture between the Lambton Kent District School Board and the St Clair Catholic District School Board.

CLASS is equally owned by the Lambton Kent District and the St Clair Catholic District School Boards who mutually benefit in the provision of shared services. CLASS is comprised of various departments including Student Transportation Services, Community Use of Schools, Child Care Services and Energy & Environmental Services.