



Staff Travel Expense

SEC recognizes the need to use personal vehicles for business from time to time. Staff shall be paid at the going rate of .50 cents per KM.

Permission for this expense must be done prior to the claim and should be recorded on a cheque requisition document signed off by the Director/Principal.

Additional expenses for business are covered with permission by the Director/Principal on a case by case basis.

It should be noted that students should not travel in staff vehicles, due to the driving restrictions on transporting students as set by Transport Canada.

Adoption Date: August 21/12	Revision Date:
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