

Administrative Procedures 517 Payments



Adopted: June 28, 2011

Amended: August 31, 2022

External References

- Education Act: Sections 85, 87, 175

Internal References

- AP 517 Payments – Appendix A – Compensation Schedule
- Form 517-1 Expense Claim – For Payment
- Form 517-2 Expense Claim – Student Related Travel (Ongoing)
- Form 517-3 Expense Claim – Travel to Access Programming
- Form 517-4 Expense Claim – Personal Vehicle Expense (Mail, Meeting, Supplies, etc.)
- Form 517-5 Expense Claim Division Travel – Meetings
- Form 517-6 Petty Cash Reimbursement

Background

Payments to those persons, vendors, institutions and agencies having provided goods or services to the Division are to be made in accordance with prevailing business practices.

Procedures

1. Compensation for Expenses

- 1.1 The Superintendent of Business is responsible for publishing annually the schedule of rates and regulations governing the compensation of employees for expenses incurred related to their authorized duties.
- 1.2 Provision for payment of expenses is to be made in a timely manner following receipt of the appropriate application or forms for the funds (See forms 517-1 to 517-6).
- 1.3 Division Based Personnel (Student Support Services, Consultants, Technology Coaches, etc.)
 - 1.3.1 All personnel have an identified base from which they are paid travel costs.
 - 1.3.2 Many personnel reside in a different location than their work base, therefore actual travel costs will be paid from the employee's home or the assigned work base, whichever is less when attending meetings or professional development activities outside the division.
 - 1.3.3 Travel costs will be paid round trip from base to school/division-based meeting location or round trip from home to school/division based meeting location to final destination, whichever is less.
 - 1.3.4 Use of division vehicles and carpooling is recommended. Mileage will be prorated to meetings if more than one individual attends from a "town"/home-base/location.
 - 1.3.5 When travelling away from base or conducting meetings, meal expenses will be paid according to Administrative Procedures 517 Payments – Appendix A – Compensation Schedule. Receipts are required for reimbursement.
 - 1.3.6 For those who complete an activity log, which includes the completion of daily activities, expenses and absences, is to be completed on a monthly basis and submitted to the immediate supervisor for signature and submission to

accounting.

2. Vendors

- 2.1 Payments are to be made in accordance with prevailing business practices to vendors who have provided goods or services to the Division.
- 2.2 The general practice for payment of accounts for commercial vendors is to be net thirty (30) days, that is, payment within thirty (30) days of the invoice.
- 2.3 Every reasonable effort is to be made to take advantage of cash discounts for early payment offered by certain vendors or to avoid financial penalties for late payment.
- 2.4 Exceptions to the procedures are to be made only in extenuating circumstances by the authority of the Director or the Superintendent of Business.
- 2.5 With the exception of subscriptions and similar reference materials, advance payments to vendors or suppliers are not to be made unless it is of obvious financial advantage.
- 2.6 Payment is to occur after the relevant budget manager has certified, by signature, satisfactory receipt of goods and services, coded the invoice, and the relevant pre-audit has been undertaken.

3. Petty Cash

- 3.1 Petty Cash funds are to be administered by the Principal.
- 3.2 Petty cash funds are not to exceed five hundred dollars (\$500).
- 3.3 Petty cash funds are to be used solely for payment of postage, minor office supplies, consumables and other incidentals as may be necessary from time to time.
- 3.4 Petty cash funds may not be used to purchase equipment. Except in extenuating circumstances, no single purchase other than postage or express charges made through the use of petty cash is to exceed fifty dollars (\$50).
- 3.5 All purchases are to be supported by appropriate receipts and invoices.
- 3.6 Petty cash funds are to be replenished upon receipt of Form 517-6 Petty Cash Reimbursement with the required invoices and receipts attached.
- 3.7 Petty cash funds are subject to audit at any time.

4. Honoraria

- 4.1 Honoraria may be paid to individuals contributing to institutes, seminars, or workshops who are not employees of the Division.
- 4.2 The honorarium is to appropriately compensate for the expertise and time of the resource person and is to reflect the industry standard.
- 4.3 Individuals are to be reimbursed for travel, meals and accommodation, as required.
- 4.4 Payments of honoraria are to be approved by the Director or designate.

Administrative Procedures 517 - Appendix A

Compensation Schedule



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External References

- Education Act: Sections 85, 87, 175

Internal References

- Board Policy 7 Board Operations
- AP 310 Student Supervision
- AP 517 Payments

Internal References:

- Board Policy 7 Board Operations
- Administrative Procedures 310 Student Supervision
- Administrative Procedures 517 Payments

Employee Remuneration and Expense Schedule

(Division initiated meetings; other travel covered by current agreement which applies to employee)

Travel (Effective September 1, 2022)	\$0.49/km
Meals (with receipts)	
Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00

Noon Supervision Compensation Schedule

Approved Noon Supervisor	\$15.00/hour
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