



PROCEDURE 4.1.1

STAFF REIMBURSEMENT PROCEDURE

RATIONALE:

Travel to, or attendance at, any school camp, field trip, course, conference, meeting or other school business will financially disadvantage no staff member.

PURPOSE:

1. To ensure that no staff member needs to pay for anything that should be paid for by the school.
2. To ensure that all reimbursements comply with rates set in the relevant clauses of the latest Primary Teachers/Support Staff Collective Agreements.

GUIDELINES:

1. Travelling Allowances, reimbursements and expenses will be paid as per relevant Collective Agreement:
 - to all approved training courses where travel costs are not subject to refund by the course administration
 - to select supplies/equipment for school
 - to attend cluster/Principals' meetingsAll travel will be paid on the basis of sharing cars where possible and practicable.
Travel will be paid from embarkation point to point of arrival and return.
2. Trips and Camps:
 - field allowance
 - incidentals allowance
 - cost for orientation visit to plan camp to be considered by Board on merit
 - if staff use their own vehicle on a class trip the cost should be claimed for by the staff member
3. All expenditure on resources or incidentals bought on behalf of the school by staff will be reimbursed by the school after a reimbursement claim form is lodged, provided such claims are reasonable and within budget or have prior approval of the Principal.
4. Receipts should be attached to the claim form.

CONCLUSION:

This policy is a fair schedule of reimbursements. It should be read in conjunction with the current Primary Teachers/Support Staff Collective Agreements.

NEXT REVIEW DATE: November 2026

