



# Northeastern Catholic District School Board

## EMPLOYEE TRAVEL FOR BOARD BUSINESS

**Policy Number: P-17**

**Authority: 99-085 / 03-106/13-32/19-12/22-06**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to promoting the safety of staff members travelling for Board related matters and business. The NCDSB also believes that employees across our broad geographic jurisdiction must be treated in a fair and equitable manner.

### REFERENCES

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NCDSB Policy  
    B-9 Administrative Expenses  
NCDSB Administrative Procedure  
    APB009 Administrative Expenses

### DEFINITIONS

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Nil.

### POLICY REGULATIONS

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- 1.0 Staff members traveling on NCDSB business will travel only when it is safe to do so. Travel for Board business may require postponement because of inclement weather.
- 2.0 Every effort will be made by NCDSB staff members to utilize the services of approved rental car companies when travelling for Board related business.
- 3.0 On occasion and with prior approval by the appropriate Supervisory Officer, staff members may be obliged or prefer to utilize their own vehicles. When this occurs, staff members will be reimbursed according to the provisions of the related policies and procedures.