

Date Adopted:

### 3. Student

- h) Actual accommodation costs for the duration of the scheduled program will be paid (original receipts required). Every effort will be made to ensure the most economical accommodations are made (i.e. corporate discounts). Expenditures must be within the school professional development budget.
- i) A cash advance will be made to delegates upon request to the Finance Department.

6. Bus driver Medicals

- a) The bus driver will submit the original receipt or invoice to the Transportation Supervisor for approval.
- b) The Transportation Supervisor will submit the original receipt or invoice to the Finance Department requesting payment.
- c) The employee will be reimbursed only if he/she paid for the medical.

7. Uniform /work apparel

- a) As per article 20.01 in the CUPE Collective Agreement, the uniform/work apparel will be reimbursed (original receipt required).
- b) The supervisor must give approval and send it to the Finance Department requesting payment.
- c) The employee will be reimbursed only if s/he has paid for items.

8. Safety footwear allowance

- a) As per article 20.08 in the CUPE Collective Agreement, the safety footwear will be reimbursed provided original receipts are submitted and approved by the supervisor.
- b) The employee will be reimbursed only if s/he has paid for items.

9. Tool allowance

- a) As per the letter of understanding as sited in the CUPE Collective agreement the tool allowance will be reimbursed provided original receipt or invoice is submitted and approved by the supervisor.
- b) The employee will be reimbursed only if s/he has paid for items