

**TRAVELLING ALLOWANCE FOR BOARD EMPLOYEES AND TRUSTEES****Statement of Policy**

The Peel District School Board approves a policy of travelling allowances for Board employees and trustees as per approved regulations.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

**Administrative Regulations**

The Board will pay travel allowances for persons who are authorized to use personal motor vehicles on Board business. The rates, amended and published from time to time, will be based on the following criteria:

1. The Canada Revenue Agency's (CRA) automobile allowance rates as described in Regulation 7306 of the Income Tax Act.
2. Itinerant staff, as defined below, are eligible to claim under this policy based on mileage driven, not including travel from home to first location and/or from last location to home:
  - a) staff members not assigned to a base location but required to change work locations during the course of the school dayOR
  - b) staff members taking work assignments in more than one location and required to change work locations during the course of the school day.
3. CRA reviews automobile allowance rates on a yearly basis. A memo will be issued to all employees whenever there is a change in rate.
4. Where no personal vehicle is available to a trustee, actual travel costs will be paid.

Approved August 26, 1969  
Revised June 1974  
Revised December 1974  
Revised November 1975  
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Revised November 1983

Revised July 1984  
Revised May 1, 1986  
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Revised August 26, 1997  
Revised January 1, 1998 (*to reflect change in Board name*)  
Reviewed January 2000  
February 2003 (*currently under review*)  
Reviewed October 2004 (*attached memo changed*)  
Reviewed August 2008 (*attached memo changed*)  
Reviewed February 25, 2014  
Revised April 25, 2017  
Revised November 13, 2018