

### DIVISION EMPLOYEE RELATED EXPENSES

Turtle Mountain School Division will reimburse employees for approved expenses incurred while on school division business. Travel and expense reimbursement will be based on expense reimbursement rates defined in the accompanying procedures, as well as collective agreements or personal services contracts where applicable.

The Superintendent/CEO or designate shall consider and provide prior approval for professional development requests, as well as identifying approved expenses.

The Superintendent/CEO's business and professional development claims will be in compliance with the accompanying procedures and/or his/her personal services contract. The Board Chair shall approved expenses incurred by the Superintendent/CEO.

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