



POLICY SECTION 409: AUTHORIZED TRAVEL

POLICY

The Ahkwesahsne Mohawk Board of Education recognizes that staff may be required to travel as part of his/her job duties and responsibilities. The Board further recognizes that such travel be in compliance with the AMBE's travel policies.

GUIDELINES

1. All requests for local travel shall be submitted on the appropriate travel forms provided by the Board office. Requests for out-of-town or overnight travel expenses should be completed and forwarded at least one week prior to the proposed trip.
2. Travel arrangements will be the responsibility of the designated board employee upon approval of the employee's direct supervisor.
3. Travel expenses for employees shall be paid on a per diem basis in accordance with travel guidelines established by the AMBE.
4. Travel in the United States should be curtailed as much as possible due to the prohibitive exchange rate. However, travel expenses will be provided for travel in the U.S. but will be paid in Canadian funds only. Exemptions will be made for mandatory travel.
5. All employees must provide documentation that they have adequate personal insurance coverage if they are required to use a personal vehicle for work-related travel. Such documentation consists of:
 - A copy of a valid driver's license
 - Proof of insurance coverage

These documents will be kept on file in the Board office. Any employee using a personal vehicle for work-related travel should make sure that information on file at the Board office is kept up-to-date.