

**NORTHERN LIGHTS SCHOOL DIVISION #113**

**Moving Expenses** (Section 4.5–4.7)

- 4.5 The Board will reimburse Board initiated teacher transfers and all newly employed teachers for expenses associated with moving into the community in which the school is located as follows:
  - 4.5.1 Reasonable freight charges supported by receipts.
  - 4.5.2 Travel expenses at Board approved rates and/or necessary air travel to the location of the school.
  - 4.5.3 Reasonable charges for hotel rooms only as substantiated by actual receipts.
  - 4.5.4 The total claim for expenses, not including airfreight or air travel for fly-in communities as provided for in Section 4.2 of this agreement, shall not exceed two thousand dollars (\$2,000.00) per teacher or two round trips at Board approved mileage rates from the point of departure, whichever is less.
  - 4.5.5 Should a teacher on a temporary contract be offered and accept a permanent contract within the current year in the same community; the teacher shall receive up to the remaining balance of the initial two thousand dollars (\$2000.00) moving allowance.
- 4.6 A teacher terminating his or her contract prior to the expiration of the school year shall repay The Board the unearned portion of their moving expenses prorated to the number of days remaining in the contract of employment. In extenuating circumstances, The Board may waive repayment of the amount owing or any portion thereof.
- 4.7 The Board shall reserve the right to recover any unearned portions under Section 4.6 of this agreement, from amounts owed to the teacher.

- NOTE:**
1. Teachers who are assigned to a fly-in community should **NOT** include the cost of airfreight and air travel from Prince Albert or La Ronge to the community on this claim.
  2. If multiple vehicle trips are being claimed a confirmation of travel (such as gas receipts) must be included to show travel on that day.
  3. Refer to Administrative Manual for Board Approved Rates for current mileage rate.

Expense claim from _____	to	_____
(location)		(location)
1. Freight charges <b>(attach receipts)</b>	\$	_____
2. Mileage ( _____ km x _____ # of Trips x _____ ¢/km)	\$	_____
3. Hotel bills <b>(attach receipts)</b>	\$	_____
4. Other _____	\$	_____
	<b>Total</b>	\$ _____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher's Name (Print)

\_\_\_\_\_  
School

**Return to your Area Superintendent**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Superintendent's Signature