



*Toronto Catholic
Principals' and Vice-principals'
Association*

Policy for Mileage to Attend Council Meetings

Policy

- The Toronto Catholic Principals' and Vice-Principals' Association will pay mileage for travel to Council of Representatives meetings.
- Regional councillors, superintendency representatives, executive committee members and committee chairpersons are eligible for mileage.
- Mileage will be calculated from home school or office to the meeting site and back.
- Mileage will be paid at a rate set by the Association.

Procedure

- Individuals will sign the attendance sheet for each meeting attended.
- The Executive Assistant will calculate the mileage for each individual for the meetings attended.
- The Executive Assistant will send a record of attendance and the amount of mileage to each individual after the June Council meeting.
- The individuals will review the information, sign a claim form and submit to the Executive Assistant before the end of the school year.
- The Executive Assistant will mail a cheque to each individual who has submitted a claim form by the end of the school year.
- Any dispute shall be communicated to the executive committee via the President of the Association before the end of the school year. The decision of the executive committee shall be final.