

TRAVEL EXPENSES - REIMBURSEMENT

Staff are not to be required to absorb related costs incurred by the individual when attendance at a function is requested/directed by the Principal/Supervisor.

The District shall reimburse employees and representatives of the Board for reasonable expenses incurred when traveling and working on District business.

Procedures

1. Accommodation
 - 1.1 Hotel accommodation at provincial government rate or negotiated convention rate, less personal charges (receipts required).
 - 1.1.1 If staying with friend(s) or relative(s), \$25.00 per night may be claimed without a receipt.
 - 1.2 When an employee can receive a preferred flight rate due to Saturday layover, the District will cover the cost of accommodation for one additional night upon approval.
2. Meals and Incidental Expenses
 - 2.1 The per diem expense ceiling for meals and incidentals shall be \$57.00 per day, allowing \$10.00 per breakfast, \$15.00 for lunch, \$25.00 for dinner and \$7.00 for incidentals.
 - 2.2 A claim for incidental expenses will be paid for each night that an employee claims overnight accommodation.
 - 2.2.1 Incidentals include the cost for personal calls home, tips to porters and valets, local telephone calls, etc.
 - 2.3 Where a meal is provided, the value of that meal is to be deducted from the total per diem meal allowance.
 - 2.4 Meals may be claimed as follows:
 - 2.4.1 On day of departure:
 - 2.4.1.1 To claim breakfast - depart from home/work before 7:00 a.m.
 - 2.4.1.2 To claim lunch - depart from home/work before 12:00 noon
 - 2.4.1.3 To claim dinner - depart from home/work before 6:00 p.m.
 - 2.4.2 On day of return:
 - 2.4.2.1 To claim breakfast - arrive at home/work after 7:00 a.m.
 - 2.4.2.2 To claim lunch - arrive at home/work after 12:00 noon
 - 2.4.2.3 To claim dinner - arrive at home/work after 7:00 p.m.

3. Vehicle Expenses
 - 3.1 Kilometrage when using private vehicles shall be adjusted to match the BCSTA mileage allowance.
 - 3.2 When private vehicles are used, compensation will be based on map distance and the currently approved rate and cannot exceed an amount equal to the economy airfare for the trip.
 - 3.3 When private vehicles are used in lieu of air transportation, meals and accommodation en route will be paid for one 24-hour period.
4. Hospitality Expenses
 - 4.1 It may be necessary or beneficial to the District if a member of the Leadership Team were to host a meal for one or more persons.
 - 4.2 In this case the meal allowance does not apply, and the Board will cover the cost of reasonable expenses incurred and a gratuity of not more than 20%. Claims for expenses incurred for hosting purposes shall be supported by receipts and clearly state the purpose of the expense, and the names of those hosted.
5. Insurance
 - 5.1 The District provides a business use insurance coverage that will allow employees to drive up to 1600 km per year on District business.
 - 5.2 If, according to District mileage claim records, the employee exceeds the 1600 km limit, he/she will be required to purchase the additional business insurance coverage from his/her insurance agent; the District will pay the cost difference between "to and from work" and "business" coverage, equivalent to the cost difference for employees who have a maximum safe driving discount.
 - 5.2.1 Employees are required to obtain an authorization from the Secretary-Treasurer prior to purchasing the business coverage if it will be submitted for reimbursement.
6. Other Expenses
 - 6.1 Other expenses, such as taxi, parking, ferries, etc. will be reimbursed on submission of receipts.
7. Purchasing Cards
 - 7.1 Specified employees are issued with purchasing cards to be used for approved business use.
 - 7.2 Charges to these purchasing cards are treated as advances to employees; the advance is relieved when the employee submits an expense claim.
8. Cellular Telephones
 - 8.1 Cellular telephones are issued to specified employees on approval of the Superintendent or Secretary-Treasurer.
 - 8.2 The District must be reimbursed for any additional personal charges.

9. Advances

9.1 Upon application by the individual an advance against the anticipated travel expenses shall be issued, but in no circumstances shall the advance exceed 75% of the budgeted cost of the trip.

10. Claims

10.1 A detailed claim for expenses shall be filed within ten (10) days of the return from the program/event.

11. Approvals

11.1 Travel claims and advances must be approved by the employee with signing authority for the cost centre being charged, except in the case where the employee is the traveler and then the employee's supervisor must make the approval.

11.2 The Superintendent's claims and advances will be approved by the Board Chair.

Reference: Sections 22, 23, 65, 85 School Act
Income Tax Act

Adopted: October 8, 1997

Amended: June 21, 2000; June 18, 2003; August 17, 2005; October 1, 2005; July 1, 2006; March 3, 2008;
September 1, 2018