

TRAVEL EXPENSES

- POLICY -

The Board authorizes the Secretary-Treasurer or Superintendent to approve travel claims of employees or school trustees on school district business, in accordance with the regulations.

The Board will not pay for expenses incurred by the spouse or dependent of an employee or school trustee, unless previously authorized by the Board.

This policy covers travel expenses incurred by employees or school trustees on authorized in-service or professional development activities, with the exception of teachers who are required to claim travel expenses from the VINTA Professional Development Fund.

Employees or school trustees may request an advance payment of travel expenses prior to the travel actually occurring. If the Secretary-Treasurer or Superintendent approve a travel advance, the employee or school trustee must submit a travel claim in the normal manner and reduce it by the travel advance amount.

- REGULATION -

Rates shown are in effect from January 1, 2024.

Rates shown are subject to change by the Board at any time.

Accounting staff may adjust claims for valid reasons without prior notice to the claimant.

Employees or school trustees should submit expense claim forms no later than one month after incurring travel expenses while on school district business.

An employee or school trustee on school district business may pay for travel expenses and claim reimbursement later or may use a Board credit card, purchasing card or purchase order. To ensure prompt and efficient processing, employees or school trustees must provide receipts for expenses charged directly to the Board.

When completing travel expense claims or incurring costs, the following regulations apply:

1. TRAVEL COSTS

An employee or school trustee may claim amounts paid for transportation (train, bus, rental car, ferry, taxi and parking) and attach all receipts. An employee or school trustee may travel by air at economy or excursion rates, and with the cost paid by Board credit card or billed directly to the Board. Individuals should make reservations as far in advance as possible.

2. TRAVEL BY PRIVATE VEHICLE

An employee or school trustee may claim an allowance for travel by private vehicle. The current rate approved by BCSTA will apply to travel on paved roads (*effective January 1, 2024, the rate is \$0.70 per kilometer*).

An employee or school trustee may claim an additional allowance of \$0.05 per kilometer for travel by private vehicle on unpaved roads. The Board will not pay an allowance for driving between home and the regular place of work as that is a personal expense. An employee or school trustee must not use a private vehicle on school district business unless adequate insurance the vehicle has adequate insurance (see policy 2-340/R and policy 3-10).

If an employee or school trustee chooses to use a private vehicle rather than to travel by air, the maximum kilometer allowance is limited to the equivalent economy airfare and taxi costs. To maximize the efficient use of limited travel budgets, the Board expects employees and school trustees travelling to a common destination or to an intermediate point along a common travel route, to travel together when practical to do so.

3. ACCOMMODATION

Whenever possible, employees and school trustees will stay at officially designated hotels that offer government or corporate rates, with the charges for room, tax and parking billed directly to the Board or paid by a Board credit card. Employees making hotel reservations should confirm government or corporate rates in writing. Additional charges will be the responsibility of the employee or school trustee. Any meals billed to a hotel room must comply with Section 4 below.

The Board will only pay for accommodation when necessary to avoid travel at unreasonable hours.

Adoption Date: Jan/87

Revised: Jul/90; Jun/97; Apr/00; Oct/04; Oct/06; Feb/14; May/17; Jun/18; Feb/19; Jan/20; Jan/22; Jan/23; Jan/24

If there is no officially designated hotel, the Board will reimburse accommodation costs upon submission of receipts. The Board will reimburse \$30 per night if an employee or school trustee stays in private accommodation.

4. MEALS

Employees or school trustees on school district business may claim \$70 per full day for meals. The daily meal allowance consists of \$15 for breakfast, \$20 for lunch, \$30 for dinner and \$5 for incidentals. When a meal is included in a registration fee, or when less than a full day is spent out of district, the per diem allowance will be reduced accordingly. Employees or school trustees may claim the incidentals allowance for a partial day.

Employees or school trustees on school district business may bill meal costs (except alcoholic beverages) to the Board, through a hotel bill or using a Board credit card or purchasing card. The employee or school trustee must reimburse the Board for meal costs in excess of the per diem rate. The Superintendent may waive the requirement to reimburse the Board if deemed appropriate in the circumstances. The credit card receipt must indicate the names of all persons present, the reason for the expense, and the nature of school district business discussed.

Employees or school trustees on school district business may claim for meals (except alcoholic beverages) to a maximum of the per diem rates, provided receipts are submitted indicating the names of all persons present, the reason for the expense, and the nature of school district business discussed. The Superintendent may waive the per diem rate limitation if deemed appropriate in the circumstances.

5. OTHER EXPENSES

The Board will reimburse an employee or school trustee for other expenses incurred while on school district business, including internet access costs, long-distance telephone calls, office supplies and registration fees.