

Travel Expense Reimbursement

The Board will reimburse employees for reasonable and authorized travel expenses while engaged in school district business based upon a schedule of rates approved by the Board.

General

School District employees are, in all cases, expected to travel and lodge at the most economical options, giving fair consideration to travel times and proximity to scheduled events.

Expense receipts are required in all cases except for mileage and meal per diems and the overnight allowance when staying in private accommodations.

Reimbursement of authorized travel expenses requires the employee to complete and submit the [Out of District Travel Advance/Expense Report](#).

Travel advances may be obtained, if authorized and within the lead time requirements indicated on the [Out of District Travel Advance/Expense Report](#) form.

Travel Costs

Actual costs for public transportation will be paid, or mileage will be paid, at the current CRA rate per kilometer, whichever is less. Ground transportation and parking costs will also be covered.

Car rentals must be pre-approved by the Superintendent or Secretary Treasurer.

Business Auto Insurance

Employees who are required to use their personal vehicle on district business for more than six (6) days per calendar month are required to have **Business Use** auto insurance, per ICBC regulations. Subject to district approval, employees are eligible for reimbursement of the cost of upgrading their insurance to **Business Use** insurance from the insurance they would normally have in place. The [Employee Business Auto Insurance Reimbursement](#) form must be completed and submitted for approval.

Accommodation

Only hotel, hotel tax, hotel parking, and business telephone charges should be claimed under accommodation. The Board will provide a \$15 per night allowance if an employee stays with friends or family.

Meals / Overnight Allowance

A traveler may claim any amounts as required up to the following maximums (Note: All amounts are in Canadian dollars):

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$25.00

- Overnight Allowance \$10.00
- Full Day Per Diem \$60.00

For travel to international countries where the Canadian currency is less than the host country currency, the per diems will be adjusted by the posted exchange rate between the Canadian currency and the host country currency.

Partial day per diems should be determined based upon meal times away from the district. It is expected that per diems will be reduced by complimentary meals covered in a conference registration. The overnight allowance is expected to cover incidentals and personal telephone calls to home.

Other Expenses

Approved course or conference fees will be paid.

Date Adopted: **November 1999**
Date Amended: **June 2006**
Date Amended: **March 2016**