

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.

Travel advances may be obtained by using the [Out of District Travel Advance/Expense Report](#) form within the lead time requirements as noted on the form.

Travel Costs

Actual costs for public transportation will be paid or mileage will be paid at the rate of 59¢ 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.

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's currency, then the per diems will be adjusted by the posted exchange rate between Canadian currency and the host country's currency.

Partial day per diem 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 home.

Other Expenses

Approved course or conference fees will be paid.

Date Adopted: November 1999

Date Amended: January 2020