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| Section: | Finance | |
| Title: | Travel Expenses | 6.2.1 |

Purpose

To outline the procedures for approval and reimbursement of expenses for trustees and employee travel. As a public sector organization, travel costs are available for public review upon request.

Guidelines

Employees using School District funds for travel are expected to travel and lodge at the most economical options available, considering travel times, travel methods, as well as the proximity to scheduled events, regardless of the amount or source of the funds budgeted for travel. Carpooling should be considered, whenever feasible, to minimize the budgetary or environmental impact.

Procedure – Mileage for the use of an employee’s personal vehicle in the performance of work

1. The School District will provide a mileage stipend for employees that use their personal vehicle when they are required to travel within the School District Boundary from one MPSD place of work to another MPSD place of work, or for other business purposes as approved by an employee’s manager.
2. Employees are required to have the use of their personal vehicles for work purposes approved by their manager prior to submitting a request for mileage.
3. Employees may be entitled to receive an Employee Business Auto Insurance reimbursement. Please refer to the procedure for more information.
4. Employees are required to comply with any other procedures related to using a personal vehicle for work purposes as required, including journey management pre-Trip Inspection, and Maintenance Log.
5. The rate paid for mileage for the use of a personal vehicle will be at the BCPSEA approved rate per kilometer, set annually, as recorded on the current Mileage Record Form.
6. Monthly Record
 - a. Employees must record on the Mileage Record Form the use of their personal vehicles for travel during the performance of their work.
 - b. No travel to or from the employee’s residence to a work site will be reimbursed.
 - c. Within fifteen days after the end of the quarter year (September, December, March, June), the Mileage Record Form must be attached to a Cheque Requisition form, be approved by the employee’s manager, and submitted to Finance for processing. The Cheque Requisition for the quarter ending in June must be completed and submitted to Finance by July 5th each year.

Procedure – Out of District Travel

7. The School District will provide trustees or employees a travel advance or reimbursement for travel costs, accommodation costs, and meal and other per diem costs when travelling out of the district for business meetings, conferences, or other related education and training travel.
8. Authorization for Out of District Travel
 - a. Prior to confirming any travel plans for employee travel that is funded by department or school budgets, the request must be approved on the travel request form:
 - i. For travel within British Columbia, by the employee's immediate supervisor.
 - ii. For travel outside of British Columbia, excluding travel for international school field trips, by the Superintendent and the Secretary-Treasurer.
 - iii. For travel with extended and international school field trips, by the Board of Education. See AP 3.2.1 Field Trips for approval procedures.
 - iv. For travel by the Superintendent or Secretary-Treasurer outside of British Columbia, by the Board of Education.
 - b. If the travel is deemed necessary and budgeted funds are not available, the approval of the Secretary-Treasurer is required before confirming travel plans.
9. Registration Fees
 - a. Registration or course fees are to be paid directly by the School District whenever possible.
10. Expense Advance / Reimbursement
 - a. Expense claims must be submitted on the [Out of District Travel Advance/Expense Report](#) form.
 - b. Expense reimbursements requests require expense receipts in all cases except for mileage and meal per diems and the overnight allowance when staying in private accommodations.
 - c. **Transportation**
 - i. Expenses for public transportation, ground transportation, and parking will be reimbursed at the actual cost.
 - ii. Mileage for the use of a personal vehicle will be paid at the BCPSEA-approved rate per kilometre, set annually, as per on the Out of District Travel Advance/Expense Report.
 - iii. Car rentals may be appropriate if this is the most economical option for transportation.
 - d. **Accommodation**
 - iv. Only hotel, hotel tax, hotel parking and business telephone charges should be claimed under accommodation.
 - v. If a trustee or employee stays with friends or family, they may request a \$15 per night Accommodation Allowance.
 - e. **Meals / Overnight Allowance**
 - vi. Meals may be claimed as required up to the following maximums (Note: All amounts are in Canadian dollars):

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|--------------|---------|
| 1. Breakfast | \$10.00 |
| 2. Lunch | \$15.00 |
| 3. Dinner | \$25.00 |

- 4. Overnight Allowance \$10.00
- 5. Full Day Per Diem \$60.00
- vii. Partial day per diem should be determined based on mealtimes away from the district.
- viii. The daily per diem must be reduced by all complimentary meals covered in a conference registration.
- ix. The overnight allowance is to cover incidentals and personal telephone calls home.
- x. For travel to international countries where the Canadian currency is less than the host country's currency, the per diems will be adjusted by the posted exchange rate between the Canadian currency and the host country's currency.
- f. **Other Expenses**
 - xi. Reimbursement of other expenses not covered under this procedure must be approved by the Superintendent or Secretary-Treasurer.

Superintendent Approval: **November 1999**
Date Amended **January 2020**
 October 2022

Cross Reference:

- [3.2.1 Field Trips](#)
- [3.19.1 Staff Driver Form](#)
- [3.19.1 Journey Management Checklist List](#)
- [6.2.1 Mileage Record Form](#)
- [6.2.1 Out-of-District Travel Authorization Request Form](#)
- [6.2.1 Out of District Travel Expense Form](#)
- [6.4.1 Employee Business and Auto Insurance Reimbursement Form](#)