

SD 42 POLICY: 4410

TRAVEL EXPENSES

The Board believes that travel may be necessary for employees and trustees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses trustees and staff will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

Authority

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures related to travel expenses.

Guiding Principles

District issued credit card and direct billings to the District should be used to pay for school district expenses whenever possible. Travel miles or other points earned on travel or other expenses are to be utilized for school district business only.

When choosing the means and route of transportation the most direct or cost effective option should be chosen.

Travel advances may be requested for items that cannot be paid for with a district issued credit card or through direct billing to the District. The approval of the supervisor is required.

All expense claims must be submitted in a format prescribed by the school district immediately following the trip or no later than monthly.

Automobile Travel

1. Employees required to travel by automobile will be reimbursed for travel at the rate of \$0.68/business km. as adjusted from time to time to be equal to the higher of the rate negotiated in either the MRTA or CUPE contract.
2. Trustees will be reimbursed for travel by automobile outside of the District at the rate of \$0.68/business km. as adjusted from time to time to be equal to the higher of the rate negotiated in either the MRTA or CUPE contract.
3. Staff provided with a vehicle allowance will be reimbursed for travel by automobile outside of Metro Vancouver at the rate of \$0.68/business km. as adjusted from time to time to be equal to the higher of the rate negotiated in either the MRTA or CUPE contract.

4. Business kilometres shall be calculated for travel between school district workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the school district. When an employee is required to respond to an after regular business hours emergency situation at a school district site other than their regular place of work, business kilometers shall be calculated between the employee's home and the district site they were called out to. Travel to/from home from/to the employees' regular place of work will not be reimbursed. For travel outside the school district business kilometers shall be calculated from the point of origin or the District Education Office whichever is closest to the destination.
5. Employees/trustees who require the use of a rental vehicle for the purposes of conducting business, and if it is the most efficient and cost effective means of transportation, should acquire the type of vehicle most fitting to the need at the lowest cost. Approval of the supervisor should be sought prior to renting the vehicle and the cost should be charged to a district issued credit card. Rentals not charged to a district issued credit card must be pre-approved by the Secretary Treasurer or designate.

Automobile Insurance

6. Employees and trustees who utilize their private vehicles for Board of Education business must obtain business insurance with \$1 million third party liability.
7. Claims for increased costs due to the upgrade to business insurance from to and from work insurance, must be made annually on the renewal of insurance.

Air Travel Expense

8. On occasion, due to distance, time commitment, cost, and individual workload it may be most efficient to use air travel. In all cases, economy class is to be used. Exceptions require the approval of the immediate supervisor.
9. Airline tickets must be billed directly to the school district or purchased through a district issued credit card.
10. All out of province travel must be approved by the employee's immediate supervisor or in the case of the Superintendent, the Board of Education, prior to the trip.

Hotel Accommodation

11. Hotel accommodation must be booked in hotels that offer a government rate. The choice of hotel and room must be safe, economical and in close proximity to where the employee is travelling for business. Exceptions related to unavailability of government rate accommodation require the approval of the immediate supervisor.
12. Hotel costs should be billed directly to the school district or a district issued credit card must be used.
13. Hotel accommodation should be limited only to the time necessary to conduct Board of education business. If employees/trustees choose to stay longer than the time required to conduct business, the school district is not to be billed for this cost. Employees/Trustees are not expected to subsidize the District's cost of doing business nor are they expected to incur unnecessary cost for the school district.

Meals

14. While on travel involving school district business, the cost of meals will be reimbursed for employees and trustees. Only those meals actually purchased will be reimbursed, and must be accompanied by the detailed bill listing all purchases. If the bill is for more than the claimant, all other individuals' names must be included on the bill. Alcohol cannot be claimed and tips must be limited to 20% maximum.
15. Recognizing that meals in some urban centres may exceed the prescribed meal allowance employees/trustees should strive to choose restaurants where prices are not excessive.
16. Meal allowances may be claimed without receipts if the employee/trustee is entitled to claim the meal. The meal must not have been included as part of a course, meeting or other event. Meal allowances are as follows:

	Travel Within Canada	International Travel	
Breakfast	\$10 CAD	\$10 US	Claim if travel starts before 7 am or ends after 7 am
Lunch	\$14 CAD	\$14 US	Claim if travel starts before 12 noon or ends after 12 noon
Dinner	\$30 CAD	\$30 US	Claim if travel starts before 6 pm or ends after 6 pm

17. Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer or designate.

Miscellaneous Expenses

18. Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. If receipts are not available, claims will be limited to \$15.00 maximum per item, per day.
19. Reasonable personal long distance calls to home will be reimbursed as well as any charge for local calls.
20. The cost of taxi, ferry and toll charges will be reimbursed at cost with the production of receipts.
21. Extended stays for personal reasons may be attached to trips. However, these require the approval of the supervisor, must be reported as vacation days, must not add additional cost to the District, and must not be charged to a school district credit card.

APPROVED: February 13, 2013

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