

TRAVEL EXPENSES

PHILOSOPHY

The Board of Education ("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 employees and trustees 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

School district-issued credit card ("district credit card") and direct billings to the school district should be used to pay for school district expenses whenever possible. Loyalty points earned on school district 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 credit card or through direct billing to the school 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.

Vehicle Travel

1. Employees and trustees who are required to use their personal vehicles to carry out school district business shall be reimbursed at the reasonable per kilometer allowance prescribed by the Canada Revenue Agency (CRA), or by the rate negotiated in the CUPE or MRTA collective agreement of the employee if higher.
 - a. For employees provided with a flat rate vehicle allowance for travel within Metro Vancouver, the per kilometer allowance will be limited to travel outside of Metro Vancouver.
 - b. For trustees provided with a flat rate vehicle allowance for travel within the school district, the per kilometer allowance will be limited to travel outside of the school district.
2. Business kilometers 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 school district site they were called out to. Travel between the employee's home and 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.

3. Employees and trustees who require the use of a rental vehicle for the purpose of conducting business, and if it is the most efficient and cost-effective means of transportation, should acquire the lowest-cost that meets the requirements for their business travel. Approval from the supervisor must be obtained prior to renting the vehicle, and the cost should be charged to a district credit card which provides insurance protections as outlined in the Purchasing Card Manual. Rentals not charged to a district credit card must be pre-approved from the Secretary Treasurer or designate.

Vehicle Insurance

4. Employees and trustees who utilize their personal vehicles for school district business must obtain business insurance with third-party liability insurance that is not less than \$1 million or the minimum negotiated in the CUPE or MRTA collective agreement of the employee if higher.
5. Claims for increased costs due to the upgrade from to-and-from-work insurance to business insurance must be made annually on the renewal of insurance. For trustees that do not have other employment requiring to-and-from-work insurance, the claim may be for the difference in cost between pleasure use insurance and business insurance.

Air Travel Expense

6. Air travel may be used when it is the most practical and cost-effective option considering distance, time, and workload. In all cases, economy class is to be used. Exceptions require the approval of the immediate supervisor.
7. Airline tickets must be billed directly to the school district or purchased through a district credit card. Employees requiring air travel are expected to book air travel as far in advance as feasible to secure the most economical fares.
8. Additional costs such as seat selection fees, priority boarding, and baggage charges beyond a single carry-on and checked bag will not be reimbursed unless pre-approved by the immediate supervisor.
9. All out-of-province travel must be pre-approved in writing by the employee's immediate supervisor or, in the case of the Superintendent, by the Board of Education, prior to the trip.

Hotel Accommodation

10. Hotel accommodation must be booked in hotels that offer a [BC government discounted accommodation rate](#), or the discounted conference rate negotiated with the conference organizer, wherever feasible. The choice of hotel and room must be economical and in close proximity to where the employee is travelling for business. The nightly rate should not exceed the discounted rate unless no suitable accommodation is available. Exceptions related to unavailability of discounted rate accommodation require pre-approval from the immediate supervisor.
11. Hotel costs should be billed directly to the school district or paid using a district credit card.
12. Employees and Trustees must book standard rooms, when available. Those desiring upgrades or additional amenities may purchase these at their own expense.

13. Employees and Trustees are responsible for cancelling hotel reservations they no longer require. The school district will not cover costs resulting from late cancellations or no-show fees unless approved by the supervisor for extenuating circumstances.
14. Hotel accommodation should be limited only to the time necessary to conduct school district business. If employees or trustees choose to stay longer than the time required to conduct business, the school district is not to be billed for this cost. Personal expenses are not reimbursable and must be settled directly by the employee/trustee.

Meals

15. While on travel for school district business, when meals are not provided as part of a course, meeting, or other event, employees and trustees may claim a per diem meal allowance as outlined in the table below. Itemized receipts are not required when claiming the per diem, and meal purchases that the per diem is being claimed for must be paid from personal funds.

Meal	Travel Within Canada	International Travel	Eligibility
Breakfast	\$15 CAD	\$15 USD	Travel starts before 6 am or ends after 8 am
Lunch	\$20 CAD	\$20 USD	Travel starts before 11 am or ends after 1 pm
Dinner	\$32 CAD	\$32 USD	Travel starts before 6 pm or ends after 6 pm

16. 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

17. Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. Employees desiring valet parking must pay the incremental cost at their own expense unless an alternative is not available.
18. Other transportation costs such as taxi, rideshare, ferry, and public transit will be reimbursed at cost with the production of receipts.
19. 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 school district, and must not be charged to a district credit card.

Exceptional Circumstances – International Education Travel

20. Members of the International Education department who frequently travel on behalf of the school district may, due to the nature of international travel, require reasonable flexibility in the application of this policy with consideration to the Canadian Association of Public Schools International's standards of practice for business travel.
21. Variations may include, but are not limited to, considerations related to:
 - a. Hotel safety and suitability for extended or working stays;
 - b. Compliance with federal government travel guidelines and use of approved travel agencies;
 - c. Currency-specific per diem adjustments based on destination country;
22. Such exceptions must align with the principles of this policy and be approved by the Superintendent or their designate.

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