

SD42 PROCEDURE 4410

TRAVEL EXPENSES

PURPOSE

To establish requirements for the authorization, payment, reimbursement, and administration of travel expenses incurred while conducting school district business.

RESPONSIBILITY AND DELEGATION

The Secretary Treasurer is responsible for the administration of this procedure and may delegate operational responsibilities to qualified employees.

Employees and trustees are responsible for ensuring that travel expenses are reasonable, appropriate, supported by required documentation, and incurred in accordance with this procedure.

Supervisors are responsible for reviewing and approving travel expenses within their areas of responsibility.

GENERAL REQUIREMENTS

- District-issued credit cards and direct billing arrangements shall be used whenever practical to pay for travel expenses. Loyalty points earned through school district-funded travel or other expenses shall be used only for school district business.
- Employees and trustees shall select the most direct, practical, and cost-effective mode and route of transportation appropriate for the circumstances.
- Travel advances may be approved by the employee's supervisor for expenses that cannot reasonably be paid using a district-issued credit card or direct billing arrangement.
- Expense claims shall be submitted in the format prescribed by the school district as soon as practical after travel and no later than one month after the expenses were incurred. Where travel is infrequent, the submission period may be extended to a maximum of three months after the expenses were incurred, provided the claims are submitted within the fiscal year in which the expenses were incurred.

VEHICLE TRAVEL

- Employees and trustees who are required to use their personal vehicles to carry out school district business shall be reimbursed at the reasonable per-kilometre allowance prescribed by the Canada Revenue Agency (CRA), or at a higher rate where one is specified in the applicable CUPE or MRTA collective agreement.
 - For employees provided with a flat rate vehicle allowance, the per kilometer allowance will be limited to travel outside of Metro Vancouver and the Fraser Valley.
 - For trustees provided with a flat rate vehicle allowance for travel within the school district, the per kilometre allowance will be limited to travel outside of the school district.
- 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 emergency outside of regular business hours at a school district site other than their regular place of work, business kilometres shall be calculated between the employee's home and the school

district site they were called out to. Travel between an employee's home and regular place of work will not be reimbursed. For travel outside the school district, business kilometres shall be calculated from the employee's actual departure point or their regular district work site, whichever results in the shorter distance to the destination.

- Employees and trustees may rent a vehicle where it is the most efficient and cost-effective means of transportation. The lowest-cost vehicle that meets the requirements of the business travel shall be selected. Supervisor approval must be obtained before renting the vehicle. The cost should be charged to a district-issued credit card that provides the insurance protections outlined in the Purchasing Card Manual. A rental not charged to a district-issued credit card requires prior approval from the Secretary Treasurer or designate.

VEHICLE INSURANCE

- Employees and trustees who use their personal vehicles for school district business for more than 6 days per month must obtain business insurance with third-party liability coverage of not less than \$1M, or the higher minimum specified in the applicable CUPE or MRTA collective agreement.
- Claims for the increased cost resulting from an upgrade from to-and-from-work insurance to business insurance shall be submitted annually upon renewal. For trustees who do not have other employment requiring to-and-from-work insurance, the claim may be for the difference between pleasure-use insurance and business insurance.

AIR TRAVEL EXPENSES

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

HOTEL ACCOMMODATION

- Hotel accommodation must be booked at the [BC government discounted accommodation rate](#) or the discounted conference rate, wherever feasible. The hotel and room selected must be economical and near the business destination. The nightly rate should not exceed the applicable discounted rate unless suitable accommodation is unavailable. Exceptions require prior approval from the immediate supervisor.
- Hotel costs should be billed directly to the school district or paid using a district-issued credit card.
- Employees and trustees must book standard rooms when available. Upgrades or additional amenities are at the traveler's expense.
- Employees and trustees are responsible for cancelling hotel reservations they no longer require. The school district will not reimburse late-cancellation or no-show fees unless the supervisor approves the expense due to extenuating circumstances.
- Hotel accommodation shall be limited to the time required to conduct school district business. Additional nights for personal reasons must not be billed to the school district. Personal expenses are not reimbursable and must be paid directly by the employee or trustee.

MEALS

- While travelling on school district business, employees and trustees may claim the following per diem meal allowances when meals are not provided as part of a course, meeting, or other event. Itemized receipts are not required for per diem claims, and meals claimed under the per diem must be paid for using personal funds.

Meal	Travel Within Canada	International Travel	Eligibility
Breakfast	\$15 CAD	\$15 USD	Travel starts before 6:00am or ends after 8:00am
Lunch	\$20 CAD	\$20 USD	Travel starts before 11:00am or ends after 1:00pm
Dinner	\$32 CAD	\$32 USD	Travel starts before 6:00pm or ends after 7:00pm

- 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

- The following miscellaneous expenses should be charged to a district-issued credit card:
 - Costs for parking, internet, and other incidentals
 - Other transportation costs such as taxi, rideshare, ferry, and public transit
- If a district-issued credit card cannot be used, the employee will be reimbursed for the actual cost upon submission of a detailed receipt.
- Employees choosing valet parking must pay the incremental cost at their own expense unless no reasonable alternative is available.
- Personal extensions to business travel require supervisor approval, must be reported as vacation days where applicable, must not add cost to the school district, and must not be charged to a district-issued credit card.

NON-REIMBURSABLE EXPENSES

- Alcoholic beverages.
- Personal entertainment.
- Traffic violations and parking fines.
- Travel expenses of family members or other persons not travelling on school district business.
- Expenses not supported by required documentation, unless an exception is approved.
- Expenses determined to be unreasonable or unrelated to school district business.

EXCEPTIONAL CIRCUMSTANCES: INTERNATIONAL EDUCATION TRAVEL

Members of the International Education department who frequently travel on behalf of the school district may require reasonable flexibility in the application of this procedure due to the nature of international travel and with consideration to the Canadian Association of Public Schools International's standards of practice for business travel.

Variations may include, but are not limited to, considerations related to:

- hotel safety and suitability for extended or working stays;
- compliance with Government of Canada travel guidance and use of approved travel agencies; and

- currency-specific per diem adjustments based on the destination country.

Such exceptions must align with this procedure and be approved by the Superintendent of Schools or designate.

RECORDS AND RETENTION

Approved expense claims and supporting documentation shall be retained in accordance with the school district's financial records retention requirements.

EXCEPTIONS

Exceptions to this procedure may be approved by the Secretary Treasurer or designate where circumstances warrant and the exception is consistent with the prudent stewardship of public resources.

APPROVED: October 10, 2026