



### Policy 5.30 Expense Reimbursement

The Board of Education recognizes individuals may be required to travel while carrying out School District business and believes that no person should bear the cost personally for travel expenses incurred while conducting the business of the Board.

The Board directs that those travelling on authorised Board of Education business:

- a. obtain prior approval of the anticipated travel costs
  - b. use discretion and good judgement in the expenditure of School District funds,
  - c. be compensated at board-approved rates for approved expenses incurred;
  - d. receive expense account advances upon request.
1. Meal allowances based on the rates paid by the BCSTA.
  2. Lodging: All overnight accommodation will be reimbursed in accordance with BCSTA guidelines and with the provision of receipts.
  3. Travel Costs: Actual amounts will be paid for transportation provided receipts are submitted.
  4. Incidental expenses (including but not limited to parking, taxi fares, telephone calls and internet charges) incurred on board business will be paid, provided a short description of the items is included. Receipts are required.
  5. Compensation for Use of Private Vehicles:
    - 5.1. Mileage costs are listed on the travel report expense form and based on the rates paid by the BCSTA.
    - 5.2. Compensation for all other modes of transportation will be addressed on an individual basis prior to travel.
    - 5.3. Compensation for the additional premium cost of "business purpose" car insurance will be addressed on an individual basis.
  6. It is the responsibility of all employees, who use their vehicles on school business to carry adequate third-party liability insurance of at least \$1,000,000. All travel reimbursement will require a submission on the travel expense form providing details and authority for the claim.

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Legislative References:

Collective Agreement References: C.U.P.E. 26.05(b)

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