



*"Inspire learners, Integrate sustainability,  
Involve community"*

---

---

## SCHOOL DISTRICT NO. 64

### PROCEDURE 6500 Travel Expenses

---

---

Section: Facilities and Finance

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018- 76/18

---

1. Meal allowances are listed on the travel report form and based on the rates paid by the BCSTA.
2. Lodging: All overnight accommodation is to be charged directly to School District #64, less any personal expenses. When this is not possible receipts and bills must be obtained to support any claim or allow employee to claim \$30.00 per evening instead of lodging at a hotel.
3. Travel Costs: Actual amounts will be paid for transportation provided receipts or ticket stubs are submitted.
4. Incidental expenses (including but not limited to parking, taxi fares, telephone calls and internet charges) incurred on The Board business will be paid, provided a short description of the items is included. Receipts are required when available.
5. Compensation for Use of Private Vehicles:
  - a. mileage costs are listed on the travel report expense form and based on the rates paid by the BCSTA.
  - b. compensation for all other modes of transportation will be addressed on an individual basis prior to travel.
  - c. compensation for the additional premium cost of "business purpose" car insurance will be addressed on an individual basis.
  - d. 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.
  - e. any claims for mileage will require a submission on the travel expense form providing details and authority for the claim.