

Travel Expenses

Policy 3620

November 1, 2005

Revision Date: February 11, 2014

Employees of the Board of Education, representatives of the Board of Education, and Trustees shall be reimbursed for reasonable out-of-pocket expenses when travelling and working on School District business, including personal professional development.

Reimbursement of travel expenses must be in accordance with the following guidelines:

Guidelines

1. Accommodation:

Provided an employee is required to travel on School District business and overnight accommodation away from his/her regular place of domicile is necessary, he/she may claim the actual cost of accommodation on production of receipts. Reasonably priced accommodation should be used when possible. In the event that an individual who is on Board business stays in other than commercial accommodation, he will receive an allocation based on the current BC School Trustees' grid per night for accommodation.

2. Meals and Incidental Expenses:

Each employee may claim a per diem allowance for each full day on travel status without receipts. If travel is less than a full day the per diem allocations are prorated. The rates shall be according to the current BC School Trustees' Association grid.

3. Travel:

Where travel is authorized, the most direct and economical mode of transportation shall be used, unless otherwise authorized by the Superintendent. An employee required/choosing to use a private automobile may claim mileage at the rate authorized on the BC School Trustees' Association grid. This rate includes maintenance, fuel, and special insurance costs. When an automobile is used and mileage claimed, only one person may claim the mileage. Rental of automobiles is not authorized except with prior approval by the Superintendent and only when no other form of transportation is available.

The maximum amount payable for travel shall be the total mileage at the current rate or the equivalent economy air fare rate and ground transportation, whichever is the lower.

4. Hospitality Expenses:

Hospitality and entertaining of guests are a responsibility of the Superintendent and the Board Chairman, although the functions may be delegated. All claims must be supported by original receipts.

5. Approval for Expenses:

- 5.1 Hospitality expenses must be approved by the Superintendent or Board Chairman;**
- 5.2 Receipts are required for accommodation, registration, hospitality, car rental, mileage in lieu of air travel (destination receipt), and air travel;**
- 5.3 Expenses must be approved by a District staff person and in certain cases (such as for car rentals) by the Superintendent;**
- 5.4 Superintendent approval is required when claims are made for out-of-pocket expenses in excess of the prescribed rates.**

6. Expense Payment Procedures:

Reimbursement

Registration fees and air fare costs may be direct paid from district office with direction indicated on professional development forms.

If an individual staff member or trustee pay for their registration or air fare personally then reimbursement will be made based on submission of paid receipt. These receipts may be submitted at any time prior to travel.

Reimbursement of accommodation is made upon submission of paid receipt and itinerary. Payment is made based on the “book ends” of the meeting, training, or conference, inclusive of travel restrictions. ie. no plane on a Saturday

Reimbursement of authorized miscellaneous expenses will be made upon return from travel and submission of documentation.

Advances

Advances will be issued to assist in avoiding immediate out of pocket expenses. Per diems, personal accommodation, and mileage payment in lieu of air fare will be paid in advance of travel provided an itinerary is included with the request for the purpose of identifying the pro rata of per diem allocation. Typically these payments are direct deposited one week prior to actual travel. Personnel accessing mileage payment in lieu of air fare that are not attending an activity with a confirmed itinerary will be required to provide a receipt identifying the destination upon return from travel.

Miscellaneous Expenses

Any other authorized miscellaneous expenses incurred will be reimbursed upon return from travel and submission of documentation.