

ADMINISTRATIVE REGULATIONS

TITLE: TRAVEL EXPENSES
CATEGORY: FINANCE
NUMBER: 5090

I. Rationale:

Opportunities for employees and trustees to learn and share outside the District enrich and deepen the work they do. Ensuring they are reimbursed for reasonable out-of-pocket expenses incurred while they are on authorized business is appropriate.

II. General:

A. Reimbursement will be made on the following basis:

1. **Travel costs:** Claim amounts for transportation and attach all receipts. Air travel is limited to economy class.
2. **Mileage costs:** Claim the prevailing B.C.S.T.A. rates. The maximum amount claimable is limited to the lowest airfare between points travelled, when air transportation is available and practical.
3. **Hotels:** Claim the prevailing Ministry of Education rates, less any personal items charged. If a government rate is not available, obtain your supervisor's approval for your hotel cost before claiming. If staying with friends or family, the individual may claim \$40.00 per night.
4. **Meals:** Claim the prevailing B.C.S.T.A. rates. Where claims exceed these rates, receipts must be submitted, although approval of excesses is at the discretion of the Secretary-Treasurer.

B. Upon request, the per diem rate shall be paid in advance.

C. For the purpose of this regulation, the term "reimbursement" also applies to purchases made on district-provided purchasing cards.

D. Meals taken outside of working hours while on authorized business within the district are an allowable expense.

E. Meals with multiple attendees must have individuals' names listed on the receipt, as well as basic rationale.

F. All claims for expenses shall be submitted on the appropriate form available from the Secretary-Treasurer.

G. The Secretary-Treasurer shall use their discretion regarding extraordinary expenses not covered in these regulations.

H. No reimbursement shall be made for the purchase of alcoholic beverages.

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