



POLICY NO. 3800

**EXPENSES ON SCHOOL
BOARD BUSINESS**

POLICY

The Board of Education recognizes that there are occasions when Trustees and other personnel in the District are required to travel within and outside the District in the performance of their duties. To that extent, where a Trustee, an employee, or other persons approved by the Board or its Executive Officers incurs out-of-pocket expenses in the performance of such duties, the Board agrees to make reimbursement consistent with the regulations contained herein.



POLICY 3800

EXPENSES ON SCHOOL BOARD BUSINESS

REGULATIONS

1. Information Regarding Claiming Expenses:

The School District will reimburse you for the expenses incurred and paid by you. **Receipts are required for everything except meals** (meal expenses cannot be claimed for meals provided during the event/activity). All receipts must indicate that the amount claimed has been paid. Personal expenses must not be included on receipts. If paid by credit card, the receipt or comparable proof of payment (i.e. copy of credit card statement) must be attached. Do not include expenses you paid for other persons accompanying you. Each person must claim his/her own expenses.

2. Mode of Transportation

The most economical method must be utilized. If you opt to use your own vehicle rather than travel by commercial transport, you may claim the equivalent airfare if it would have cost less. Also, meals, overnight costs and any other charges may only be claimed in accordance with what they would have been if you had travelled by air.

(a) By Car

Reimbursement is set at the rate of \$.53 per kilometer. Where possible, car-pooling should be used. Receipted parking charges will be reimbursed.

(b) By Air

Receipts or tickets must be attached for airfare.

(c) By Ferry

Receipts are required when vehicles are used. (Walk-on passengers do not need to submit a receipt.)

(d) By Taxi

The most economical method of transportation should be used where possible (e.g. airport bus). If taxis must be used, please attach receipts.

3. Accommodation

- If you stay with a friend or relative, you may claim \$30.00 per night without a receipt.
- Please ask for government rates when you make your hotel reservation.
- Hotel bills are required as proof of payment.
- If your family is travelling with you, only the single rate can be charged for hotel.

4. Meals

(a) Out of District

FULL DAY	\$50.00
Breakfast	\$16.00
Lunch	\$19.00
Dinner	\$25.00

(b) In District

FULL DAY	\$39.00
Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$19.00

(c) On the Day of Departure

- To claim breakfast - leave before 7:00 a.m.
- To claim lunch - leave before 12:00 noon.
- To claim dinner - leave before 6:00 p.m.

5. Miscellaneous Expenses

Telephone calls, internet charges, courier bills, photocopying charges, etc. may be claimed if they are directly related to the meeting.

6. Trustee Travel In District

Trustees will only be able to claim for travel within the District which occurs when travelling outside of their Zone.