



## DISTRICT PRACTICE 3800

### EXPENSES ON BOARD OF EDUCATION BUSINESS

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#### DISTRICT PRACTICE:

#### 1. Information Regarding Claiming Expenses When Traveling:

##### Receipts

The School District will provide reimbursement for the expenses incurred in the course of School District business. The School District will not provide reimbursement for alcoholic beverages. **Receipts are required for all expenses except meals where the meal allowance is claimed** (meal allowances cannot be claimed when meals are provided during the event/activity). All receipts must indicate that the amount claimed has been paid including the detail of the items consumed. 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 which were paid for other persons accompanying the individual. Each person must claim their own expenses.

##### Tips

Tips of no more than 20% of the cost of the meal may be claimed with proof of payment. If there is a desire to tip more than 20% the additional cost will be covered by the individual personally.

#### 2. Mode of Transportation

The most economical method must be utilized considering travel time during the workday and other allowances eligible within this policy. If an individual opts to use their own vehicle rather than travel by commercial transport, they will claim the equivalent airfare if the cost is less. Meals, overnight costs and any other charges may only be claimed in accordance with what they would have been if they had travelled by air. Travelers must minimize interruption to learning when making travel arrangements.

##### 2.1 By Car

Reimbursement is set at the rate per kilometer as defined the BCTF/RMTA collective agreement. Where possible, carpooling should be used. Receipted parking charges will be reimbursed.

##### 2.2 By Air

Receipts or tickets must be attached for airfare.

##### 2.3 By Ferry

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



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#### 2.4 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**

- Individuals who stay with a friend or relative may claim \$30.00 per night without a receipt.
- Please ask for government rates when making hotel reservations.
- Hotel bills are required as proof of payment.
- If family is travelling with the individual, only the single rate will be reimbursed for hotel stays.

#### **4. Meals When Traveling for Board Business**

Employees are only eligible to claim meals when they are traveling for Board business outside of their regular duties.

FULL DAY	\$60.00
Breakfast	\$16.00
Lunch	\$19.00
Dinner	\$25.00

#### 4.1 On the Day of Departure (out of zone travel only):

- To claim breakfast - leave before 6:30 a.m. and be away for more than 4 consecutive hours.
- To claim lunch - leave before 11:00 a.m. and be away for more than 4 consecutive hours
- To claim dinner - leave before 4:00 p.m. and be away for more than 4 consecutive hours

\* for Kimberley Zone-based employees, travel to Cranbrook is considered to be "in-zone".

#### **5. Miscellaneous Expenses**

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

#### **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.