

REIMBURSEMENT OF TRAVEL EXPENSES

Background

The District recognizes the need for employees to travel on District business and be reimbursed for out-of-pocket expenses.

The purpose of these procedures is to ensure that employees are appropriately reimbursed for expenses incurred while travelling on business. This Administrative Procedure provides directions for completing the travel claim voucher and describes conditions for reimbursement of expenses.

Employees will be reimbursed for reasonable out-of-pocket expenses necessarily incurred on District business. Out-of-province travel requires the prior approval of the employee's immediate supervisor.

The rates reflected in the procedure below will be reviewed periodically by the Secretary-Treasurer.

Procedures

Claims for reimbursement of expenses will be considered in accordance with the following procedures:

1. All claims for reimbursement must be supported by a standard Travel Expense Claim Form (Form 513-1) and supporting documentation where required.
2. Business use of private vehicles shall be reimbursed at a rate per kilometer that is inclusive of all costs incurred by the employee. The rate per kilometer shall be the rates established annually by the BC School Trustees Association (BCSTA) or within the rates established by different employee group contract language.
3. An employee who is required to use his/her personal vehicle for District purposes shall be reimbursed the difference in premium costs between their regular Insurance Corporation of British Columbia (ICBC) Rate and ICBC Rate Class 007 (Business Class) where the employee is required to purchase additional insurance in order to comply with ICBC regulations up to a maximum of one hundred dollars (\$100). Receipt and/or documentation is required for reimbursement.
4. Claims for reimbursement of expenses and for use of private vehicles must be authorized and finally approved by the employee's immediate supervisor.
5. Employees expected to travel as part of their assignments will be paid mileage from the site of their first "appointment" to the site of their last "appointment" and be logged daily. All claims must be submitted and authorized by the immediate supervisor.
6. Mileage claims must be claimed quarterly at a minimum. June's claim must be submitted before July 7 of each year.

7. Expense claims for out-of-District travel will be considered on the basis of the following procedures:
 - 7.1. Employees who are required to travel for business purposes are to consider the lowest cost alternative for travel between air fare and use of a private vehicle. Air fares are to be booked sufficiently in advance of the travel date to take advantage of reduced excursion fares. Only economy air fare will be considered for reimbursement. One (1) personal checked bag will be reimbursed with appropriate receipts each way. Kilometer rates remain as established in section 2 above.
 - 7.2. Reasonable accommodation costs as evidenced by appropriate hotel receipts. Only standard level room costs and applicable taxes will be covered. A claim of \$30.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.
 - 7.3. Meals including breakfast, lunch and dinner may be claimed without receipts as follows:
 - 7.3.1. On days of departure and return the following procedures will be followed:
 - 7.3.1.1. Departure from District
 - Breakfast, lunch and dinner may be claimed if departure is before 7:00 a.m.
 - Lunch and dinner may be claimed if departure is before 12:00 noon.
 - Dinner may be claimed if departure is before 6:00 p.m.
 - 7.3.1.2. Return to District
 - Breakfast may be claimed on your return day if return is after 7:00 a.m.
 - Lunch may be claimed if return is after 12:00 noon.
 - Dinner may be claimed if return is after 6:00 p.m.
 - 7.3.1.3. Exceptions may be made on occasion with authorization from the Superintendent or Secretary-Treasurer with the submission of receipts and explanation of circumstance.
 - 7.4. Other expenses supported by appropriate receipts, e.g. parking, ferry rates, taxis, telephone calls, etc.
 - 7.5. Tips and Gratuities can be claimed up to a maximum of 15% of the total billing net of applicable sales taxes.
 - 7.6. Bridge toll costs will be reimbursed without receipts.
 - 7.7. Registration, course or other fees supported by appropriate receipts with prior approval from the immediate supervisor.

Reference: Sections 22, 23, 65, 85 School Act
Income Tax Act

Adopted: June 25, 2019
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