
SCHOOL DISTRICT NO. 36 (SURREY)

No. 4410

POLICY: TRAVEL EXPENSE REIMBURSEMENT

1. INTENT

The Board recognizes the need for Trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board also supports and encourages Trustees and employees to participate in conferences, seminars, workshops and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

2. AUTHORITY

The Board delegates the authority to the District Administration to reimburse Trustees and employees for approved expenditures under this policy as prescribed by the schedule of reimbursement. Exceptions to this policy will be discussed by the Superintendent and Secretary-Treasurer, prior to submission for reimbursement.

3. LOCAL TRAVEL

3.1 Local travel is deemed to be any travel within the Metro Vancouver and Fraser Valley and does not require formal approval pursuant to section 4.

3.2 Expenses claimed under this section of the policy are for local travel, parking, food, non-alcoholic beverages, and gratuities, only.

3.3 Local Travel Expense Claim forms are to be submitted monthly, for approval and payment. A separate claim form should be submitted for each calendar month to facilitate claims record keeping and insurance analysis.

4. OUT OF AREA TRAVEL

4.1 Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.

4.2 Formal approval to travel is obtained by an Application For Travel form (AFT) and is required for any of the following:

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- a. air travel;
- b. a cash advance;
- c. accommodation expense;
- d. event registration paid by the Board; or
- e. travel outside of British Columbia.

4.3 Notwithstanding the above, an AFT is not required for members of senior management (Personal Employment Contracts) who travel to Victoria to meet with government officials or to attend government sponsored information sessions.

5. PRINCIPLES

- 5.1 Formal approval must be obtained prior to arranging authorized travel as defined in this policy.
- 5.2 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
- 5.3 Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
- 5.4 Travel advances may be obtained from the Finance Department by using the prescribed form a minimum of two weeks prior to departure.
- 5.5 Original expense receipts are required in all cases over \$20 except for kilometrage, meal per diem and the allowance when staying in private accommodations. Credit card vouchers are not considered receipts.
- 5.6 All travel expenses must be claimed using the prescribed Expense Claim forms and must be approved by the traveller's supervisor.
- 5.7 Applications for travel and requests for reimbursement must be submitted as soon as feasible, signed by the applicant's supervisor and account coordinator, contain the appropriate account number and the program agenda attached to permit appropriate processing by the Finance Department.

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- 5.8 All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency. When travel in the United States takes place, allowable per diems are applied in U.S. dollars before conversion to Canadian dollars.

6. SCHEDULE OF REIMBURSEMENTS

Local Travel:

6.1 Kilometrage

The kilometrage reimbursement rate will be reviewed annually by the Board. Kilometrage expenses will be reimbursed after submission on the school district's prescribed form to their immediate supervisor for approval.

Trustees will be reimbursed for the following approved travel: Board or Administration committee meetings; school functions or other events involving employees or students of the school district, when attending on behalf of the Board; special official functions (hearings, grievances, other government bodies' meeting, where attendance will benefit the school district); and any other school district related group meeting where it benefits the school district. Home addresses will be the normal base place for travel measurement.

Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage.

Kilometrage reimbursement will not be paid where specifically excluded from employment contracts.

6.2 "Business Use" Insurance

Employees may be reimbursed for any additional cost for carrying "business use" insurance, in accordance with Regulation #4410.1, Section 2.

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6.3 Vehicle Vandalism Expenses

Where an employee's or Trustee's vehicle has been vandalized by a student at the employee's workplace, during his/her work or at an approved school function, reimbursement may be provided in accordance with Regulation #4410.1, Section 5.

Out of District Travel:

6.4 Accommodation

Only hotel, hotel taxes, hotel parking and business telephone charges are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. The Board will pay an allowance of \$35 per night for accommodation where an employee stays with family or friends.

In all cases, Trustees and employees are expected to travel and lodge using the most economical options, giving fair consideration to travel times and proximity to scheduled events. Sharing accommodation is encouraged and should be reported on the claim for reimbursement. Reimbursement for accommodation for local functions (within the Metro Vancouver and the Fraser Valley) will not be approved, as it is expected that attendees will arrange to travel from home each day.

6.5 Meals

Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes):

Breakfast	\$16
Lunch	\$21
Dinner	\$33

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration or provided in flight are to be deducted from the meal claim. Any exception requires pre-approval by the Superintendent and the Secretary-Treasurer.

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An overnight allowance of \$12 is expected to cover personal telephone calls and other incidentals.

6.6 International Travel

Where international travel to locations other than the United States occurs and involves costs significantly greater than the per diem rates established in Section 6.4, the approval of the Superintendent and/or the Secretary-Treasurer will be required. All submitted costs must be documented with original receipts. Should original receipts not be available, the published per diem rates in Section 6.4 will apply.

6.7 Air Travel

Arrangements should be made to secure the most economical and practical mode of travel. Travel on airlines based in Canada, when competitive, will be encouraged. Air travel will be used only when ground travel does not meet the event schedule or the distance or time constraint makes it impractical.

6.8 Car Rentals

Car rentals must be pre-approved by the Secretary-Treasurer or Superintendent.

6.9 Ferry

Ferry fees will be paid based on actual receipted costs.

6.10 Kilometrage

Kilometrage will be reimbursed at the rate set annually by the Board.

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6.11 Parking

Parking will be reimbursed for actual costs over \$20. No receipt is required for costs under \$20.

6.12 Private Transportation

Ground transportation, such as airporter, taxis, and private carrier will be paid based on actual receipted costs.

6.13 Public Transportation

Actual costs for public transportation will be reimbursed for actual costs over \$20. No receipt is required for costs under \$20.

6.14 Road Tolls

Turnpike and highway toll taxes will be paid based on actual receipted costs.

6.15 Registrations

Course/conference registrations requiring pre-payment must be submitted on the Application for Travel form.

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2004-05-13 (effective 2004-07-01)
2001-06-28
1997-06-26
1993-11-18
1993-10-07
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1992-03-26
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1985-09-12

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