

Administrative Procedure 203 – Trustee and Staff Travel



AP 203 – Trustee and Staff Travel

Purpose

The Board believes that travel may be necessary for trustees and employees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses trustees and staff will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness of expenditures.

Procedure

Employees must obtain authorization from their immediate supervisor for out of area travel prior to making transportation, accommodation, or other travel arrangements. When choosing the means and route of transportation the most direct or cost-effective option should be chosen. In addition, in alignment with Policy 1.5, Environmental Stewardship staff are encouraged to choose the most environmentally friendly option with respect to travel and expenses.

Original expense receipts are required in all cases with the exception of the reimbursements for mileage and per-diems. In order to claim travel expenses, the traveler must submit a travel expense claim form within fifteen working days of completion of the travel. Claims that are not submitted by June 30th of the fiscal year the travel pertains to will not be reimbursed.

Registration Fees

Registration fees for conferences and seminars should be paid using a District issued credit card whenever possible. If a District issued credit card is not available individuals will be reimbursed on completion of the employee travel expense claim form and presentation of original receipts.

Accommodation

Hotel accommodation should be booked in hotels that are safe, economical and in close proximity to where the event is taking place. When available, government rates should be requested. Hotel costs should be booked using a District issued credit card. If a District issued credit card is not available individuals will be reimbursed on completion of the employee travel expense claim form and presentation of original receipts. Hotel accommodation costs may include other reasonable expenses such as parking, internet, and business phone calls.

Meals and Per-diems

Individuals travelling out of the district on authorized district business may claim reimbursement for meals that are not otherwise provided or paid for by the program or covered by the registration fee.

With Receipts: A District issued credit card may be used as long as the meal is under the per-diem amount. The employee or school trustee must reimburse the district for meal costs in excess of the per-diem amount. If a District issued credit card is not used, individuals will be

AP 203 – Trustee and Staff Travel

reimbursed for the cost of meals upon completion of the employee travel expense claim form and presentation of original receipts. Only those meals actually purchased will be reimbursed and must be accompanied by the detailed bill listing all purchases. If the bill is for more than the claimant, all other individual's names are to be included on the bill. Alcohol cannot be claimed, and tips must be limited to 20% maximum.

Without Receipts: To simplify processing, no receipts are required when claiming per-diem meal allowances. Depending upon the individual's departure from home and arrival back home, the following per-diem allowances may be claimed:

Breakfast	\$12	Claim if travel starts before 7am or ends after 7am
Lunch	\$17	Claim if travel starts before noon or ends after noon
Dinner	\$26	Claim if travel starts before 6pm or ends after 6pm

Where charges for taxes or services result in the daily amount expended exceeding the per diem, the additional amount will be reimbursed upon submission of receipts. Individuals will be reimbursed upon the completion of the employee expense claim form.

The Secretary Treasurer (or delegate) is responsible for setting the per-diem reimbursement rates. The per-diem rate shall be reviewed on an annual basis in June of each calendar year. The basis for reimbursement of the per-diem allowance shall be equal to the rates set out by the British Columbia School Trustees Association (BCSTA). Any changes to the rate will be effective July 1.

Air Travel

Air travel should be used only when ground travel does not meet the event schedule, or when distance or time constraints make it impractical. The actual cost for air travel will be reimbursed up to an amount not exceeding the economy rate when traveling by the most direct route. Air travel costs should be paid using a district issued credit card. Original receipts are required to be attached to the credit card statements to document the expense. If a district issued credit card is not available, individuals will be reimbursed upon submission of the employee travel expense claim form and presentation of original receipts.

Personal Vehicle

The use of a personal vehicle for business purposes will be reimbursed based on the distance driven at the current per-kilometer rate. The rate will be determined using the Canada Revenue Agency approved automobile allowance rate. The maximum amount claimable is limited to the equivalent cost of economy airfare between points travelled when air transportation is available and practical. The employee mileage claim form must be completed and submitted in order to receive reimbursement. The owner of the vehicle is required to carry a minimum limit of \$1,000,000 primary automobile liability coverage.

AP 203 – Trustee and Staff Travel

Vehicle Rental

Vehicle rentals for business purposes must be pre-approved by the Secretary Treasurer, Superintendent, or delegate. Vehicle rentals are only acceptable in circumstances where it is the most economical option to travel to a meeting or event site. Vehicle rental costs are to be paid for using a district issued credit card. Original receipts are required to be attached to the credit card statements along with approval for the use of the rental vehicle. If a district issued credit card is not available, individuals will be reimbursed upon submission of the employee travel expense claim form and presentation of original receipts.

Mileage

The Secretary Treasurer (or delegate) is responsible for setting the mileage reimbursement rate.

The mileage rate shall be reviewed on an annual basis in January of each calendar year. The basis for reimbursement of mileage costs will be equal to the automobile allowance rate established by the Canada Revenue Agency for the year. Any changes to the rate will be done on a prospective basis effective the first day of the month following the change.

Adopted: May 9, 1979

Amended: November 26, 1986; November 23, 1988; December 9, 1992; January 31, 1996; June 28, 2000

Housekeeping: July 1, 2007; June 18, 2008; January 25, 2012