

Administrative Procedure 213 – Expense Allowance



AP 213 – Expense Allowance

Purpose

The Board shall pay a per diem allowance, plus hotel and travel costs, to Trustees and staff who are on Board business outside the school district.

The Board shall pay a mileage allowance to Trustees and staff using their private vehicles on board business.

The amounts of the above allowances shall be reviewed periodically.

The Board shall pay reasonable out-of-pocket expenses, excluding alcoholic beverages, incurred by Trustees and staff when on Board business.

Procedure

A. Accommodation

Accommodation will normally be arranged and paid for by the Board otherwise reimbursement of applicable accommodation expenditures:

1. room;
2. parking;
3. business phone calls.

will be made on presentation of accommodation receipts.

B. Out-of-Pocket Expenses

Individuals are responsible for all out-of-pocket expenses, be they charged to a room or not, and allowances to cover same will be paid on the following scale:

1. Business Travel involving overnight stays.
 - a. for each full 24 hours:

\$50.00 except where complimentary meals are provided enroute to or from the destination or are included in a Registration Fee.
 - b. for less than 24 hours:

\$10.00 for the portion of the day covering breakfast

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\$17.00 for the portion of the day covering lunch
\$23.00 for the portion of the day covering dinner.

2. Business Travel not involving overnight stays:

When less than a full day is involved, the meal allowance is as above.

C. Transportation:

1. Fares:

Fares will normally be arranged for and paid by the Board; otherwise reimbursement will be made on presentation of fare receipts.

2. Mileage Costs (Travel by Private Vehicles):

Effective July 1, 2008, claim \$0.53 per kilometre. The maximum amount claimable is limited to the equivalent cost of economy airfare between points travelled, when air transportation is available and practical.

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