



SD 42 POLICY: 4410

TRAVEL EXPENSES

PHILOSOPHY

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

AUTHORITY

The Board authorizes the Superintendent and the Secretary Treasurer to develop and implement all procedures related to travel expenses.

GUIDING PRINCIPLES

District issued credit card and direct billings to the District should be used to pay for school district expenses whenever possible. Loyalty points earned on school districtTravel advances may be for credit card or through direct billing to the D

All expense claims must be submitted in a fo following the trip or no later than monthly.

Vehicle Travel in the CUPE or MRTA collective agreement of the employee if higher

- a. For employees provided with a flat rate vehicle allowance for travel within Metro Vancouver, the per kilometer allowance will be limited to travel outside of Metro Vancouver.
- b. For trustees provided with a flat rate vehicle allowance for travel within the school district, the per kilometer allowance will be limited to travel outside of the school district.

2. Business kilometers shall be calculated for^a travel between school district workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the District. When an employee is required to respond to an after regular business hours emergency situation at a

are not expected to subsidize the District's cost of doing business nor are they expected to incur unnecessary cost for the school district.

Meals

12. While on travel involving school district business, the cost of meals will be reimbursed for employees and trustees. 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 individuals' names must be included on the bill. Alcohol cannot be claimed and tips must be limited to 20% maximum.
13. Recognizing that meals in some urban centres may exceed the prescribed meal allowance, employees/trustees should strive to choose restaurants where prices are not excessive.
14. Meal allowances may be claimed without receipts if the employee/trustee is entitled to claim the meal. The meal must not have been included as part of a course, meeting or other event. Meal allowances are as follows:

	Travel Within Canada	International Travel	
Breakfast	\$15 CAD	\$15 US	Claim if travel starts before 7 am or ends after 7 am
Lunch	\$20 CAD	\$20 US	Claim if travel starts before 12 noon or ends after 12 noon
Dinner	\$32 CAD	\$32 US	Claim if travel starts before 6 pm or ends after 6 pm

15. Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer or designate.

Miscellaneous Expenses

16. Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. If receipts are not available, claims will be limited to \$15.00 maximum per item, per day.
17. Reasonable personal long-distance calls to home will be reimbursed as well as any charge for local calls.
18. Other transportation costs such as taxi, rideshare, ferry, and public transit will be reimbursed at cost with the production of receipts.
19. Extended stays for personal reasons may be attached to trips. However, these require the approval of the supervisor, must be reported as vacation days, must not add additional cost to the District, and must not be charged to a school district credit card.

APPROVED: February 13, 2013

UPDATED: June 19, 2024