

# SCHOOL DISTRICT 82 (COAST MOUNTAINS)

## Finances

Date Revised: June 1, 2006  
May 3, 2005  
March 2003  
February 7, 2001  
Date: Adopted: Nov. 1997

## 4200: Reimbursement of Expenses

### POLICY

The board will reimburse Trustees and employees for out of pocket expenses incurred while on authorized business of the Board. Reimbursement will be in accordance with the Regulations.

### REGULATIONS

1. Travelling and accommodation expenses incurred by trustees and employees shall be at the rates in effect at the time of travel.
2. All unauthorized trustee expenses are considered to be part of the non-vouchered expense allowance.
3. Receipts must be submitted for all items except private accommodation, meals, and mileage claims.
4. Claims must be made on the required form.
5. Travel advances will not normally be issued. When advances are issued, any outstanding advances will be deducted from the next travel expense claim or from other amounts owing to the trustee/employee.

### Accommodation

1. Claim the actual cost of the hotel, less any personal items charged. The board will reimburse the cost of the accommodation up to the single government rate of that hotel.
2. Where private accommodation is used, a maximum of \$30.00 per day may be claimed.

### Transportation

The most economical method of transportation must be utilized.

1. Mileage Costs
  - a) While travelling on board business, in a private vehicle, the trustee or employee may claim the current rate per kilometre.

Mileage rate \$ .50 per km

- b) The maximum amount claimable is limited to the cost of airfare between points travelled, when air transportation is available and practical.
  - c) Whenever possible limousine service must be used.
2. Travel Costs
- a) While travelling on Board business, the trustee/employee may claim amounts paid for transportation (plane, taxi, bus, car rental, parking).
3. Meals, Gratuities, and Other Incidentals
- a) While travelling on Board business, the trustee/employee may claim amounts for meals as follows:
    - \$ 50.00 per day