



SECTION 3000: FINANCES

POLICY 3015: REIMBURSEMENT OF EXPENSES

- *Adopted: November 28, 2018*
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POLICY STATEMENT

The Board will reimburse Trustees and employees for out-of-pocket expenses incurred while on authorized business of the Board.

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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 Procedures noted in this policy.

PROCEDURES

1. Travelling and accommodation expenses incurred by Trustees and employees shall be paid at the rates in effect at the time of travel.
2. Receipts must be submitted for all items except private accommodation, meal per diems, and mileage claims.
3. Claims must be made on the required form in a timely manner. Claims submitted more than six (6) weeks after occurrence may be refused.
4. Travel advances will only be issued under exceptional circumstances. When advances are issued, any outstanding advance will be deducted from the next travel expense claim or from other amounts owing to the Trustee or employee.

ACCOMMODATION

1. A Trustee or employee may claim the 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 per diem of \$30.00 for in-district and \$50.00 for out-of-district accommodation may be claimed.



ACCOMMODATION *(continued)*

3. Additional accommodation expenses will only be reimbursed if travel to the Trustee or employee's destination of business is not possible, would be unsafe and/or would create undue hardship on the first day of business and/or if travel home is not possible, would be unsafe and/or would create undue hardship on the last day of business.

TRANSPORTATION

1. Trustees or employees will be reimbursed for the most economical method of transportation available. Carpooling is encouraged and expected where possible.
2. While travelling in a private vehicle, the Trustee or employee may claim the current rate per kilometre, as specified on the expenses form.
3. Expenses for plane, taxi, car rental, shuttle, public transit, and parking may be claimed.
4. In cases where the most economical means of travel is via air, but for personal reasons, the Trustee or employee has chosen to drive; additional costs due to the extended time required for travel will not be reimbursed.
5. When travelling between the airport and their home, Trustees or employees may claim the rate for travel to and from the airport, as specified on the current expenses form.
6. If the Board has requested a Trustee or employee to use their personal vehicle for work-related duties and business insurance is required, the Trustee/employee may claim the additional costs.
7. While travelling on Board business, the Trustee or employee may claim the current amounts for meals per day.

MEALS

1. Meals will be claimed at the current per diem rate, as specified on the expenses claim form.
2. Should meals be paid on behalf of district or non-district people for district related business, the amount will be reimbursed to the trustee or district employee upon submission of receipts.
3. District Administration may host group meals. Per diem guidelines should be followed whenever possible.