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## AP 512 – Travel Expenses

### Background

The District recognizes its responsibility to the citizens of this community for the effective use of public funds in providing the best possible education to its children. Sound travel expense policies and procedures for staff will help ensure that District funds are spent wisely, and will enhance the effectiveness of the District's educational programs.

The Superintendent and Secretary Treasurer will ensure that the District employs sound fiscal controls and business practices in managing the operation of the District's educational program. This administrative procedure will govern travel for staff while on authorized District business.

### General

1. Staff are expected to use district-issued purchasing cards whenever possible for expenses incurred while on authorized District business.
2. Original supporting receipts and invoices with proof of payment must be attached to purchasing card reconciliations and expense claim forms; in extenuating circumstances, copies may be certified.
3. Every receipt and/or expense claim must be converted to Canadian funds. Actual exchange rates charged on supporting documentation (e.g. travel credit card statements, currency exchange slips) should be used when available. Use of the travel credit card rate is the preferred option. Several rates in once currency should not be averaged.

### Procedures

1. Registration Fees
  - 1.1 Fees for conferences and seminars are normally paid directly by the District. Other fees will be reimbursed on presentation of receipts.

## 2. Transportation

- 2.1 It is preferable to have air fares paid directly by the District. Air fares will be limited to the most economical rate available in the circumstances. Air fares will not exceed economy class without prior approval of the Superintendent or Secretary Treasurer. Fares for public transportation will be reimbursed on presentation of receipts. Where applicable, registrations and travel arrangements will be made on District issued purchasing cards.
- 2.2 Where an employee requests and receives authority to use their private vehicle on Board authorized business rather than travel by commercial transport, reimbursement will be based on the lesser of:
- 2.2.1 The current mileage allowance x the distance travelled, together with the cost of any meals, accommodation or travel time incurred while travelling
- And
- The cost of commercial travel
- 2.3 Reimbursement of rental car costs will be made only in those situations where a car is required on location to carry out Board authorized business while travelling.

## 3. Lodging

- 3.1 The actual costs of lodging, as evidenced by receipts, less any personal items, will be reimbursed. If a hotel or motel is not used, an allowance of thirty dollars (\$30) per night is available.
- 3.2 An employee must declare that "Single rate only is claimed", in cases where the hotel receipt shows that more than one person occupied the room.
- 3.3 Employees are responsible for cancelling hotel reservations in time to avoid "no show" charges; the District will pay such charges where the employee has no control over the circumstance and is not at fault.

## 4. Meals

- 4.1 Maximum allowances for meal expense claims will be similar to those established by the Ministry of Education from time-to-time. Currently, the rate is fifty-one dollars (\$51.00) per day for all three meals, or as follows:
- Breakfast only                      \$19.00
  - Lunch only                              \$20.00
  - Breakfast and lunch                \$30.00
  - Dinner only                              \$28.00

- Breakfast and dinner           \$38.00
- Lunch and dinner               \$39.00

- 4.2 Submitted receipts must include the names of those participating in the meal, and the reason for the meeting/meal.
- 4.3 For travel outside Canada, the allowance rate may be adjusted by the Secretary Treasurer to more accurately reflect the cost of living in the area travelled. Costs of exchanging currency may also be claimed.
- 4.4 Tips and gratuities made at the accepted rate applicable to the travel location may be claimed in addition to the allowances noted in 4.1.
- 4.5 The purchase of alcohol is not permissible on District purchasing cards, nor is it a reimbursable expense on expense claims forms.

## 5. Mileage

- 5.1 The allowance for vehicle mileage on District business is the average of the allowances paid by the BCSTA, the BCTF and the provincial government. This amount will be published at least annually by the Secretary Treasurer. (January 06, 2020 – fifty-nine cents (\$0.59 per kilometer).
- 5.2 For employees driving more than six (6) days per month for business purposes, the cost of upgrading to business class insurance will be reimbursed by SD45. The employee must submit an expense claim form for the difference in cost between their personal auto insurance and the upgraded, business class insurance policy, together with a completed “Business Class Upgrade Reimbursement” form approved by the employee's supervisor and a photocopy of the upgraded ICBC policy.
- 5.3 Maintenance supervisors required to transport tools and equipment will have a two-tiered rate of one dollar and eighteen cents (\$1.18) per kilometer for the first one hundred and fifty (150) kilometers per month, and fifty-nine cents (\$0.59) per kilometer for the remainder of the month.
- 5.4 For employees working under the terms of the WVTA Collective Agreement, the mileage rates prescribed under Article B.10.1 shall apply.

## 6. Other Expenses

- 6.1 Other authorized expenses, such as taxi, limousine, entertainment and parking, will be reimbursed on submission of receipts.

7. Travel Claim Procedures

- 7.1 For ongoing expenses, claims are submitted monthly. For conferences, claims must be submitted within thirty (30) days of return from travel.