

EXPENSE REIMBURSEMENT

This policy provides for the reimbursement of authorized expenses incurred by employees, trustees and other authorized representatives of the Board when travelling or conducting business on behalf of the school district.

Expenses will be reimbursed based on BC Government travel allowances. Rates will be updated annually on July 1 using the most recently available published rates.

EXPENSE REIMBURSEMENTS

1. Accommodation

1.1 Accommodation within BC requires staff members to check for government-negotiated rates. Reimbursement of accommodation costs must be as evidenced by appropriate receipts. Only standard-level room costs and applicable taxes will be covered.

1.1.1 In making a property selection, select the most cost-effective property that meets your business requirements, considering the room rate, any other supplementary costs for internet access, parking or other services and proximity that impacts travel time and related travel costs for transportation.

1.2 Where personal lodging is used in lieu of commercial accommodation, reimbursement a maximum per night may be claimed according to the currently approved rate, see Schedule A.

2. Meals

2.1 An employee may claim meals as follows:

2.1.1 On days of travel:

- To claim breakfast, depart before 7:00 a.m.
- To claim lunch, depart before 12:00 noon
- To claim dinner, depart before 6:00 p.m.

2.1.2 Time of departure and return must be noted on the travel expense claim.

2.2 Meals provided by the meeting host or as part of the conference registration fee must be deducted from the claim.

2.3 Alcoholic beverages will not be reimbursed under any circumstances.

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3. Travel

- 3.1 The most economical mode of transportation shall be used unless otherwise authorized by the appropriate Senior Administration member.
- 3.2 Rental of automobiles is not authorized except with the approval of the Office of the Superintendent.
- 3.3 When a private vehicle is used, mileage reimbursement cannot exceed the cost of flex airfare for the trip. When private vehicles are used, compensation cannot exceed an amount equal to the flex airfare for the trip.
- 3.4 Ferry costs will be reimbursed upon submission of receipts.
- 3.5 When private vehicles are used in lieu of air transportation, meals and accommodation en route will be paid for one 24-hour period.

4. Receipts

- 4.1 Receipts are required for accommodation, car rental, parking, air travel, ferry costs, and ground transportation.
5. Exceptions to this policy will be considered and approved by the Secretary Treasurer.

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SCHEDULE A

The approved rates effective July 1, 2026, are as follows:

Meals

- Breakfast \$27.00
- Lunch \$27.00
- Dinner \$37.50

Mileage

- Rate per kilometer \$0.67

Personal Accommodation

- Personal accommodation: \$40.75 maximum per night.