

## **SCHOOL DISTRICT NO. 48 (SEA TO SKY)**

### **POLICY SERIES 200 - BOARD OF EDUCATION**

#### **205 TRUSTEE PERSONNEL 205.4 Trustee Expenses**

The Board of Education, School District No. 48 (Sea to Sky), believes that trustees should be reimbursed for expenses incurred while fulfilling the duties of a trustee. Such duties may include attending conventions, meetings, seminars and other work authorized by the Board.

#### 1. Travel Expenses

##### 1.1 Travel costs

- Air, train, bus, rental car, ferry, taxis - receipts or ticket stubs are required
- Parking, if applicable - receipts are required
- Air travel - limited to economy class

##### 1.2 Mileage costs

- May be claimed at the rate specified in Policy No. 404.2, Refund of Travel and Other Expenses.
- If in lieu of air travel, it is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.
- Mileage to and from Regular and Special Board meetings is considered to be included in the non taxable 1/3 portion of the trustee indemnity (See Policy 205.3) and therefore no mileage is paid for this travel.

##### 1.3 Hotel

- May claim the actual cost of the hotel less any personal items charged.

##### 1.4 Meals

- Reimbursement based on the current British Columbia School Trustees Association rates
- Meals for guests of the Board while on School Board business also to be reimbursed on the BCSTA rates

#### 2. Telephone and Facsimile Expenses

- 2.1 Telephone and facsimile costs incurred by trustees with respect to Board matters shall be reimbursed.
  - 2.2 Telephone and facsimile bills or a copy shall be submitted with the request for reimbursement.
3. Reimbursement Procedures
  - 3.1 Reimbursement claims should be submitted in a timely manner, preferably on a quarterly basis.
  - 3.2 Trustees will be provided with a monthly balance by quarter of expenses incurred.