

SCHOOL DISTRICT NO. 48 (SEA TO SKY)

REGULATION SERIES 400 - STAFF PERSONNEL

R 404 REIMBURSEMENT AND RECOGNITION

R 404.2 Refund of Travel and Other Expenses

This Regulation specifies the qualifications and rates for refund of travel and other expenses. The chart of one way district distances, Expense Claim Form, and Car Insurance Differential form are provided in the accompanying Administrative Procedures.

1. Qualification

- 1.1. Professional duties such as attending seminars, workshops and short courses as requested by the Superintendent of Schools or Secretary-Treasurer. These may be considered to be a part of the regular and assigned duties of those employed in a supervisory or specialist capacity.
- 1.2. Professional development such as taking courses directly related to employment duties and with prior approval.

2. Transportation

- 2.1 Employees and other persons authorized by the Board using private vehicles are entitled to a refund of expenses for actual travel incurred on the following scales:
 - 2.1.1 Kilometre Rate
Unless outlined by Collective Agreement, the per kilometre rate will be the same as employees of the Province of British Columbia.
 - 2.1.2 Insurance
In addition, employees who are required to insure private automobiles for business use because of the distance travelled in carrying out duties will be refunded the additional insurance cost (calculation will be done assuming full safe driving discount) upon presentation of the car insurance differential form signed by the insurance agent together with an expense claim form.
 - 2.1.3 Carpooling
To maximize the efficient use of limited travel budgets and in support of the District Sustainability policy, the Board expects employees travelling to a common destination or to an intermediate point along a common travel route, to travel together when practical to do so.

3. Accommodation

- 3.1 Whenever possible, employees will stay at hotels that offer government rates. A list of accommodation in B.C. that offer government rates is available on the Provincial

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Government website <http://pss.gov.bc.ca/csa>. The employee must request the hotel to provide the government rate.

- 3.2 Accommodation will only be paid by the Board when necessary to avoid unreasonable distances or travel at unreasonable hours.
- 3.3 If an employee stays in private accommodation, reimbursement of \$25 per night may be claimed.

4. Meals

- 4.1 Reimbursement for meals is based on the current British Columbia School Trustees Association rates. Where a meal is provided, no claim can be made for that meal.
- 4.2 Alcohol will not be reimbursed and should be paid for on a separate invoice.

5. Miscellaneous

- 5.1 Taxi, telephone calls, parking, etc. will be paid by the Board upon submission of original receipt. Expenses under \$5 without a receipt will be reimbursed provided a short description of item is provided.

6. Procedures

- 6.1 Before incurring any expenses, the employee must receive advance approval from their supervisor and the budget authority.
- 6.2 Registration fees for conferences are normally paid directly by the School Board.
- 6.3 Whenever possible, air travel at economy rate should be arranged by purchase order and billed to the School Board.
- 6.4 To receive reimbursement for expenses, an Expense Claim Form must be completed in full, signed by the employee and the supervisor and or budget authority, and then forwarded to the Secretary-Treasurer. The Form required for reimbursement is part of AP404.2, and can also be found on the SD48 website.
- 6.5 All original receipts must be attached to the Expense Claim Form in order for reimbursement to be considered.