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**REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES**

APPROVED: 1980.07.08

REVISED:

1981.04.22	2005.07.01
1987.06.30	2006.06.27
1996.05.21	2007.03.27
2000.05.16	2010.06.22
2001.07.01	2010.11.23
2001.11.27	2012.05.15
2004.06.29	2013.09.03
2005.02.01	2016.08.26
	2018.12.04
	2019.05.28

***POLICY***

The Board requires an orderly procedure for ensuring that representatives of the Board and trustees can recover reasonable out-of-pocket expenses when traveling on school district business.

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Responsibility Centre: Secretary-Treasurer  
References: *School Act*, Section 85

REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

***PREAMBLE***

Employees, representatives of the Board and trustees who are required to travel on school district business should be reimbursed for appropriate expenses incurred.

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Approved: 2001.11.27



REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

**REGULATIONS:**

1. Travel expenses will be reimbursed at provincial government rates as set each year on April 1, effective July 1 of the same year, with the exception of accommodation and incidentals, as noted in the administrative procedures.

An exception will be made for employees, representatives of the Board and trustee travel to either the Robson Valley or Mackenzie areas to allow per diem breakfast, lunch and dinner only rates to be used for each meal rather than combined rates.

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Approved: 2004.06.29  
Revised: 2019.06.18



REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES**ADMINISTRATIVE PROCEDURES:**

1. These procedures do not preclude the establishment of mutually agreeable rates of travel reimbursement for attendance at professional development activities.
2. Accommodation
  - 2.1 When an employee is required to travel on school district business and overnight accommodation is necessary, the employee must use one of those properties in the Accommodation Listing (see 2.2 below).
  - 2.2 There is no longer a prescribed accommodation rate set by government; each property has quoted its own government discounted rate.

The BC Government Business Travel Accommodation Listing can be found at the Procurement Services website at <http://csa.pss.gov.bc.ca/businesstravel/>. The Listing is sorted by city, then lowest single rate. Click on the property name to link to the pricing and details for that property.

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

- 2.3 The maximum hotel rate may be exceeded at the conference hotel or upon approval by the Superintendent of Schools.
- 2.4 Where private lodging is used in lieu of commercial accommodation, reimbursement of \$31.65 maximum per night may be claimed.



## REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

### 3. Meals and Incidental Expenses

3.1 An employee may claim meals as follows:

3.1.1 On day of departure:

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

3.1.2 On day of return:

- To claim breakfast, arrive at home/work after 7:00 a.m.
- To claim lunch, arrive at home/work after 12:00 noon
- To claim dinner, arrive at home/work after 6:00 p.m.

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

3.2 Meals provided by the meeting host or as part of the conference registration fee must be deducted from the claim. In all cases, a conference schedule must be included with the claim.

3.3 A claim for incidental expenses, including personal telephone calls, will be paid, to a maximum of \$14.00 for each night that the employee claims overnight accommodation.

3.4 Telephone calls made on behalf of the school district may be claimed and should be clearly identified on the claim form and hotel bill.

### 4. Travel

4.1 The most economical mode of transportation shall be used unless otherwise authorized by the appropriate Senior Administration member.

4.2 Rental of automobiles is not authorized except with the approval of the Superintendent of Schools.

### 5. Vehicle Expenses

5.1 When private vehicles are used, compensation will be based on map distance according to currently approved rates and cannot exceed an amount equal to the economy airfare for the trip. Ferry costs and toll booths will be reimbursed upon submission of receipts.

5.2 When private vehicles are used in lieu of air transportation, meals and accommodation en route will be paid for one 24-hour period, upon approval.



REIMBURSEMENT OF TRAVEL AND MEETING EXPENSES

6. Hospitality and Meeting Costs

- 6.1 Costs associated with hospitality and the entertaining of guests are the responsibility of the Superintendent of Schools, the Board Chairperson and Board Vice-Chairperson. All claims must be supported by original receipts.
- 6.2 Meeting costs represent the costs for coffee, tea, light lunches and/or snacks associated with making meetings within the district more effective and to take advantage of time. Costs of this type are permissible with the approval of the department manager.
- 6.3 The school district will not pay for alcoholic beverages under any circumstances.

7. Approvals

- 7.1 Travel claims must be approved by the manager with signing authority for the cost centre being charged, except where the manager is the traveler, in which case the manager's supervisor must make the approval.
- 7.2 Receipts are required for accommodation, business telephone calls, hospitality, car rental, airport/hotel parking, air travel, ferry costs, toll booths and ground transportation.

8. Advances

- 8.1 Advances will be provided on an exceptional basis only and with the approval of the Superintendent of Schools or designate.

9. Claim Procedures

- 9.1 The employee must complete and submit an approved travel claim to the accounts payable department upon return to the district.
- 9.2 A copy of the conference brochure must be attached to claims made for attendance at a conference.
- 9.3 The accounts payable department will ensure that the travel claim reimbursement is included in the cheque run following the date of receipt of an approved travel claim that meets the stipulations of these administrative procedures.

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Approved: 1980.07.08

Revised: 1984.04.30, 1985.02.19, 1987.06.30, 1990.06.18, 1993.12.10, 1996.05.21, 2001.11.27  
2004.06.29, 2006.06.27, 2007.03.27, 2018.12.04



REIMBURSEMENT OF TRAVEL AND MEETING EXPENSESDistances from central administration office in kilometers (one way)

## In-district destinations:

Airport	13.7	Mackenzie	190.0
Baldy Hughes	36.4	Malaspina	6.3
Beaverly	12.3	Nusdeh Yoh	3.8
Blackburn	13.3	Nukko Lake	38.4
Buckhorn	16.6	Peden Hill	1.3
Central Fort George	4.9	Pineview	16.3
College Heights El.	2.4	Pinewood	3.7
College Heights Sec.	4.2	Polaris	4.2
College of New Caledonia	2.8	P.G.S.S.	2.7
Duchess Park	4.1	Quinson	6.2
Edgewood	8.2	Ron Brent	3.4
Foothills	5.9	Southridge	4.4
Giscome	46.5	Springwood	17.5
Glenview	15.4	Spruceland	5.2
Hart Highlands	15.3	D.P. Todd	6.8
Harwin	4.2	UNBC	7.3
Heather Park	15.9	Valemount	301.5
Heritage	7.1	Van Bien	0.7
Hixon	61.4	Vanway	7.1
John McInnis Centre	1.4	Westwood	2.2
Kelly Road	15.3	Two Wolves Centre	13.8
Lac de Bois	5.0		
McBride	214.2		

## Out-of-district destinations:

	Km (one way)		Km (one way)
Burns Lake	229	Seattle	902
Calgary	793	Vancouver	798
Edmonton	738	Vanderhoof	100
Kamloops	529	Vernon	645
Kelowna	692	Victoria	846
Penticton	751	Whistler	902
Quesnel	123	Williams Lake	240

Revised: 2000.05.16, 2001.05.29 (effective 2001.07.01),  
2005.02.22 (effective 2005.02.01), 2005.07.01, 2006.07.01, 2009.02.28, 2010.11.23  
2018.12.04



REIMBURSEMENT OF TRAVEL AND MEETING EXPENSESSCHEDULE OF CURRENTLY APPROVED RATES

Regulation 1 requires that meal and mileage rates be revised effective July 1 each year in accordance with the provincial government rates as at April 1 of the same year. The rates effective July 1, 2022, are as follows:

Meals

Full Day	Breakfast Only	Lunch Only	Dinner Only	Breakfast and Lunch Only	Lunch and Dinner Only	Breakfast and Dinner Only
\$49.00	\$22.00	\$22.00	\$28.50	\$30.00	\$36.50	\$36.50

- An exception will be made for employees, representatives of the Board and trustee travel to either the Robson Valley or Mackenzie areas to allow per diem breakfast, lunch and dinner only rates to be used for each meal rather than combined rates.

Mileage

Rate per kilometre	\$0.55
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Accommodation

- There is no longer a prescribed accommodation rate set by government; each property has quoted its own government discounted rate.

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- Private accommodation: \$33.59 maximum per night.
- Receipts required.

Incidentals: \$14.00 maximum per night

Ground Transportation: As per receipts.

Approved: 1980.07.08

Revised: 1981.04.22, 1984.04.30, 1985.02.19, 1987.06.30, 1990.06.19, 1996.05.21, 2001.05.29, 2001.11.27, 2004.06.29, 2007.03.27, 2010.06.22, 2012.05.15, 2013.09.03, 2016.08.26, 2018.12.04, 2019.06.18, 2022.07.18

