

EMPLOYEE TRAVEL: INSURANCE AND EXPENSES

Background

The District recognizes the need for employees to travel on District business and be reimbursed for out-of-pocket expenses.

The purpose of these procedures is to ensure that employees are appropriately reimbursed for expenses incurred while travelling on business. This Administrative Procedure provides directions for completing the travel claim voucher and describes conditions for reimbursement of expenses.

Employees will be reimbursed for reasonable out-of-pocket expenses necessarily incurred on District business. Out-of-province travel requires the prior approval of the employee's immediate supervisor.

The rates reflected in the procedure below will be reviewed periodically and may be changed with the approval of the Board.

Procedures

Claims for reimbursement of expenses will be considered in accordance with the following procedures:

1. All claims for reimbursement must be supported by [Form 513-1: Travel Expense Claim form](#) and supporting documentation.
2. Business use of private vehicles shall be reimbursed at a rate per kilometer that is inclusive of all costs incurred by the employee. The rate per kilometer shall be the rates established annually by the BC School Trustees Association (BCSTA).
3. An employee who is required to use his/her personal vehicle for District purposes shall be reimbursed the difference in premium costs between their regular Insurance Corporation of British Columbia (ICBC) Rate and ICBC Rate Class 007 (Business Class) where the employee is required to purchase additional insurance in order to comply with ICBC regulations. Receipt and/or documentation is required for reimbursement.
4. Claims for reimbursement of expenses and for use of private vehicles must be authorized and finally approved by the employee's immediate supervisor.
5. Employees expected to travel as part of their work will be paid mileage from the site where they start their assigned duties to the site where they finish their assigned duties and be logged daily. All claims must be submitted to and authorized by the immediate supervisor.
6. Mileage claims must be claimed quarterly at a minimum. June's claim must be submitted during the first week of July. The specific deadline will be communicated via year end memo.

7. Expense claims for out-of-District travel will be considered on the basis of the following procedures:

7.1. Employees who are required to travel for business purposes are to consider the lowest cost alternative for travel between air fare and use of a private vehicle. Air fares are to be booked sufficiently in advance of the travel date to take advantage of reduced excursion fares. Only economy air fare will be considered for reimbursement. One (1) personal checked bag will be reimbursed with appropriate receipts each way. Kilometer rates remain as established in section 2 above.

7.2. Reasonable accommodation costs as evidenced by appropriate hotel receipts. Only standard level room costs and applicable taxes will be covered. A claim of \$30.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.

7.3. Meals may be claimed without receipts as follows:

Breakfast: \$15

Lunch: \$25

Dinner: \$35

7.3.1. On days of departure and return the following procedures will be followed:

7.3.1.1. Departure from District

- Breakfast, lunch and dinner may be claimed if departure is before 9:00 a.m.
- Lunch and dinner may be claimed if departure is before 12 noon.
- Dinner may be claimed if departure is before 5:00 p.m.

7.3.1.2. Return to District

- Breakfast may be claimed on your return day.
- Lunch may be claimed if return is after 1:00 p.m.
- Dinner may be claimed if return is after 5:00 p.m.

7.4. Other expenses supported by appropriate receipts, e.g. parking, ferry rates, taxis, telephone calls, etc.

7.5. Bridge toll costs will be reimbursed without receipts.

7.6. Registration, course or other fees supported by appropriate receipts with prior approval from the immediate supervisor.

Reference: Sections 22, 23, 65, 85 School Act
Income Tax Act

Adopted: November 2019
Revised: