



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### **Policy B.9 (Formerly 2700)**

### **Policy: Travel Expense/Reimbursement**

**Date Passed: November 1999**

**Date Revised: November 2009**

### **POLICY**

The Board shall reimburse Trustees and Staff attending functions approved by the Board or its designated officers for all reasonable expenses incurred in the attendance at the function according to these procedures.

### **PROCEDURE**

#### OFF ISLAND TRAVEL

1. Meal allowance in accordance with the Ministry of Education Group 2 Rates may be claimed.
2. The conference rate and or government rate for the room and tax will be paid as confirmed by telephone or actual receipt (regardless of actual cost).
3. Acceptable travel costs will include expenses from home to site of activity and return. When a personal vehicle(\*) is used the lesser of mileage at the approved rate or return airfare will be paid. When there is a demonstrated reduction of cost by providing a U-Drive vehicle(\*\*), automatic approval is provided. Reimbursement will be provided for cost of vehicle rental plus fuel.
4. Receipts are required to support all expenses except the meal allowance.
5. Advances for estimated expenditures for travel may be approved. A completed travel claim (enclosing receipts) must be received as soon as possible after the conclusion of the trip.
6. No charging to School District No. 50 is authorized for any expenses.
7. Any unforeseen expenses must be submitted for consideration.
8. Board Members, Principals and District Managers may host individuals or associates to meals when it is deemed to be in the best interests of the District.



## SCHOOL DISTRICT NO. 50 HAIDA GWAI BOARD POLICY MANUAL

### ON ISLAND TRAVEL

1. Meal allowance in accordance with the Ministry of Education Group 2 Rates may be claimed.

Claims for the use of private vehicles will be honoured at the Ministry of Education Group 2 Rates.

Car pooling is encouraged.

#### (\* ) Personal Vehicles

A trustee or an employee who receives compensation for use of his/her personal vehicle for School District business shall carry insurance under one of the following rates:

Rate Class 001 Pleasure, and driving to work, school or occasional business use cannot exceed six (6) times in any one (1) month period.

Rate Class 002 Pleasure and driving to work or school or occasional business use. Business use cannot exceed six (6) times in any one (1) month period.

Rate Class 007 Pleasure or driving to work or school or business use.

#### (\*\*) U-Drive Vehicle Rentals

All persons who will be driving a rental vehicle will be recorded on the rental agreement.

Should the driver recorded on the rental agreement become incapacitated, the person who will then operate the vehicle shall notify the rental agency before operating the vehicle.

Renters shall request the rental agency to provide full collision coverage. If their credit card provides this coverage this request may be waived.

### TRUSTEE TRAVEL

The Board recognizes the importance of Trustees participating in Board approved on or off-island activities. To this end, the Board will provide an honorarium of \$100.00 for each full day spent by a trustee on such activities. In the case of activities over and above those normally expected of a trustee, provision of the honorarium will be subject to Board consideration of the importance of the activity to district priorities and the impact on the budget.