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**POLICY 4.21 EXPENSE REIMBURSEMENT**

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.

Guidelines

1. Expense reimbursement will be in accordance with British Columbia School Trustees Association (BCSTA) guidelines and rates, save for rates established within collective agreements.

Acceptable travel costs will include expenses from home to site of activity and return. When a personal vehicle is used the lesser of mileage or return airfare will be paid. When there is a demonstrated reduction of cost by providing a rental vehicle, reimbursement will be provided for cost of vehicle rental plus fuel.

2. A completed travel claim (enclosing receipts) must be received as soon as possible after the conclusion of the trip.
3. No charging to the district is authorized without prior approval.
4. Any unforeseen expenses must be submitted in advance for consideration.
5. Trustees and senior officers may host individuals or associates to meals when it is deemed to be in the best interests of the District.
6. Personal Vehicles
  - 6.1. A trustee or an employee who receives compensation for use of their personal vehicle for District business shall carry insurance under one of the following rates:
    - 6.1.1. Rate Class 001 Pleasure, and driving to work, school or occasional business use cannot exceed six (6) times in any one (1) month period.
    - 6.1.2. 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.
    - 6.1.3. Rate Class 007 Pleasure or driving to work or school or business use.
7. All expenses incurred shall be reimbursed using the district expense claim form.



- 7.1. Air travel shall not exceed 'flex class' fees and bookings are to be made in advance, wherever possible.
  - 7.2. For out of district trips, the maximum car travel reimbursement will equal 'flex class' airfare for the equivalent trip.
  - 7.3. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.
  - 7.4. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from any per diem claim made.
  - 7.5. The cost of alcohol will not be reimbursed.
8. Expense claims for Trustees are to be submitted to the Secretary-Treasurer for payment
  - 8.1. Any discrepancies regarding the claim will be brought to the Trustee's attention.
  - 8.2. A dispute regarding amounts authorized for reimbursement will be adjudicated by the Board.