

REIMBURSEMENT OF EXPENSES - Staff

Board Approved and Codified: October 11, 1988

Last Revised: June 19, 2013; January 21, 2015; February 19, 2025

Description:

1. To support the out of District or in District costs, staff will be required to submit appropriate receipts and/or invoices for travel, accommodation, registration(s), telephone and other out-of-pocket expenses that were necessary to incur. Informing families of arrival and departure plans is considered a legitimate business expense.
2. Transportation/Vehicle expenses will be paid to the lesser amount of:
 - i) air fare;
 - ii) air fare equivalency (The calculation for air fare reimbursement shall be based on the best fare available at that time.);
 - iii) kilometerage at a rate equal to the current rate paid by the BCSTA;
 - iv) The actual costs of taxis, rental cars, ferry charges, tips (up to 18% - in situations where 18% is not available, 20% would be acceptable; any amount higher needs to be approved by the Secretary-Treasurer) etc. may be reimbursed. Receipts are required.
3. Per Diem: The per diem rate for out-of-district business is at a rate equal to the current Board of Education rate for SD 59 for meals (Breakfast \$15, Lunch \$20 and Supper \$25).
4. Accommodation: The actual cost of the hotel/motel will be permitted. Receipts are required. Where accommodation costs are paid directly by the administration office, any charges for incidental costs incurred by the staff will be repayable by the person.
5. Business Use Insurance: A staff person who uses his/her private vehicle on Board business shall be reimbursed the cost differential in upgrading his/her private vehicle insurance from pleasure to business/work. Where a vehicle is insured under a "Personal Use" policy with ICBC, that vehicle may be used for no more than 6 trips per calendar month to conduct work activities. It is important to note that a round trip constitutes 2 of the permissible trips. If an employee is likely to exceed 6 occasions (or 3 round trips) using their personal vehicle, they are advised to upgrade their insurance to a Business Use policy. The district will pay the difference in cost between Personal and Business Use policies. A letter describing the differential cost is available upon request from the insurance agent.
6. If a staff person resigns, the individual shall reimburse the Board on a pro rata basis for the remainder of the insurance period.
7. All expense claims shall be reviewed by the Secretary-Treasurer, or designate. Any expense claim that does not comply with the regulations will require approval from the Secretary-Treasurer for payment.

8. Staff are required to obtain the prior approval of their supervisor for out-of-district travel.