

## 4020: PERSONAL EXPENSES ON OFFICIAL DISTRICT BUSINESS (AP)

Approved: 87 11 03  
Amended: 98 07 09

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### POLICY

**The Board of Education will reimburse Trustees and employees when incurring expenses associated with official District business.**

Amended: 90 05 01  
92 06 19  
95 03 01

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### ADMINISTRATIVE PROCEDURES

#### 1.0 GENERAL

Trustees and Employees will incur certain expenses associated with official business of the District. These are generally referred to as Travel Expenses. The Board will reimburse the Trustee or Employee for these expenses upon submission of an approved voucher within the guidelines of these regulations.

Expenses are to be submitted within 30 days of the expenditure, and for the month of June an expense claim is to be submitted by July 15<sup>th</sup>. Trustees and employees are encouraged to minimize these costs whenever practical by carpooling, sharing hotel accommodation, scheduling meetings coincident with travel and other methods that will reflect well for a public sector employee.

#### 2.0 PER DIEMS

2.1. To simplify the approved expenses for meals, meal gratuities and other miscellaneous costs, per diem allowances are provided as follows:

2.1.1 where the costs are incurred without an overnight stay, only the actual costs will be reimbursed to the maximum of the appropriate per diem

2.1.2 for all locations in British Columbia:

Breakfast	10.00
Lunch	17.00
Dinner	<u>23.00</u>
Total Day	\$50.00

- 2.2 For travel to other provinces or out of Canada, the per diems may be waived and actual expenses substituted on approval of the Board Chairman or the Secretary-Treasurer.

### **3.0 HOTEL EXPENSES**

- 3.1 The actual costs of the hotel room plus appropriate taxes will be reimbursed. Charges for room service, laundry or other room related costs, will not be permitted. A reminder that hotel costs should be minimized.
- 3.2 Where the overnight accommodation is provided by a friend or relative and payment is made to the host, a Private Accommodation Allowance of \$20.00 is permitted.
- 3.3 The cost of telephone calls and hotel parking are permitted expenditures. Trustees and employees are reminded that telephone calls from hotel rooms are usually considerably more expensive than from a pay phone elsewhere in the hotel.

### **4.0 FERRY, AIRLINE, BUS, RAIL TRANSPORTATION COSTS**

- 4.1. The actual cost of ferry, airline, bus or rail travel as appropriate will be reimbursed. Attach receipts.

### **5.0 PERSONAL VEHICLE**

#### 5.1 General

Employees will be reimbursed at a rate per kilometer for travel inside the district and outside the district. Trustees will be reimbursed at a rate per kilometer for travel outside the district, travel to/from the West Coast (Ucluelet or Tofino), travel to/from Bamfield and between Ucluelet and Tofino.

#### 5.2 Rate

**The rate will be established periodically via a Board resolution.**

#### 5.3 Standard Distances

- 5.3.1 Appendix I to these Regulations establishes standard distances between frequently travelled locations. The distances are based on published Tourism British Columbia distances in kilometers. For ease of use, the Standard Distances have been converted to the total allowance for one way travel at Base Rate.

5.3.2 Appendix II to these Regulations, establishes standard distances between frequently traveled locations within the Alberni Valley.

#### 5.4 Monthly Allowances

Specified employees who are required to regularly travel as a part of their job will be provided a monthly allowance as approved by the Superintendent or the Secretary-Treasurer.

#### 5.5 Vehicle Insurance

As Trustees do not claim for the use of their personal car unless out of district or as described in Regulation 5.1, Trustees will be reimbursed for the actual cost of upgrading the insurance for the vehicle normally used for Board business to business use rating. Such cost will be based on the full safe driving discount and will be prorated to match the Trustees term of office.

### **6.0 OTHER EXPENSES**

6.1 Other approved expenses, such as seminar registration and business meals will be reimbursed. Receipts are required. These costs, plus telephone and parking costs should be shown under other costs on the travel claim form.

### **7.0 CLAIM FORMS**

1.1 Attachment I is an example of the Travel Expense Claim form generally used for out of district expenses.

1.2 Attachment II is an example of the Monthly Travel Expense Claim form used for in district expenses.

### **8.0 CREDIT CARDS**

#### 8.1 Mastercard Credit Cards

Trustees and specified employees are issued with Mastercard credit cards to be used for approved business use. Charges to these credit cards are treated as advances to employees; the advance is relieved when the trustee or Employee submits an expense claim.



**STANDARD DISTANCES - ALBERNI VALLEY**

	ADSS													
ADSS	ADSS													
AES	2	AES												
BO	5	2	BO											
EJD	3	5	3	EJD										
VAST	3	5	4	1	VAST									
HOW	4	2	4	7	7	HOW								
MTCE	4	4	2	7	4	3	MTCE							
MAQ	3	6	4	1	2	7	7	MAQ						
AWN	3	2	2	6	5	3	8	6	AWN					
WOOD	1	3	1	3	3	5	4	3	3	WOOD				

AP4020: APPENDIX II - PERSONAL VEHICLE USE ALLOWANCES

Approved: 87 11  
 Updated: 01 01 01  
 01 01 09  
 04 08 03  
 05 10 11  
 06 01 05  
 06 30 10  
 07 01 07  
 08 07 01  
 09 07 01  
 14 07 01  
 15 01 01  
 17 05 01

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From Port Alberni to:	Base Rate Standard One Way Km	May 1/17 Distance @ .53/km	Jan 1/15 Bamfield @ .61/km
Bamfield	95		57.95
Campbell River	150	79.50	
Chilliwack	215	113.950	
Courtenay	100	53.00	
Duncan	135	71.55	
Hope	240	127.20	
Kamloops	440	233.20	
Kelowna	480	254.40	
Langley	145	76.85	
Nanaimo	80	42.40	
New Westminster	125	66.25	
Parksville	50	26.50	
Penticton	480	254.40	
Port Hardy	385	204.05	
Powell River	115	60.95	
Qualicum	40	21.20	
Seattle	295	156.35	
Tofino	125	66.25	
Tofino to Ucluelet	42	22.26	
Ucluelet	100	53.00	
Vancouver	100	53.00	
Vernon	530	280.90	
Victoria	195	103.35	

Name: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_  
 Purpose of Trip: \_\_\_\_\_

Date Y M D	Location	Fm/To	Hotel*	Per Diem or Meals	Personal Car Kms Expense	Ferry Bus Air*	Other Expenses* Description	Expense	Daily Total
			\$	\$	\$			\$	\$
<b>TOTALS</b>									\$

Per Diem Expenses (when the trip includes an overnight stay) Mileage Allowance .53 effective May 1, 2017  
 (standard allowance on reverse)  
 Bamfield .61 effective January 1, 2015

Full Day \$50.00  
 Breakfast \$10.00  
 Lunch \$17.00  
 Dinner \$ 23.00  
 (deduct meal per diem where provided as part of seminar or meeting, etc.)

Secretary-Treasurer _____ Y M D  Code: _____ \$ _____ _____ _____ Total _____  Initials _____ Cheque No. _____ Y M D	For Accounting Use Only Claimant _____ Y M D APPROVALS Approved _____ Y M D Approved _____ Y M D
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\*Please attach receipts