

SCHOOL DISTRICT NO. 78 (FRASER-CASCADE)

BYLAW

NO: **9**

DATE: 1996-12-02

REVISED:

SUBJECT: **REIMBURSEMENT FOR EXPENSES**

- 9.1 The Board of School Trustees believes that personnel and trustees engaged in duly authorized School District business are entitled to reimbursement for reasonable and necessary expenses incurred.
- 9.2 The Board expects that personnel and trustees travelling on district business will exercise the same economy as a prudent person travelling on personal business and will differentiate between business and personal expenditures.
- 9.3 Trustees and personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved expense claim, together with supporting receipts as required by the Secretary-Treasurer.
- 9.4 Registration fees for authorized workshops, conferences, seminars, dinner meetings and conventions, will be reimbursed by the School Board.
- 9.5 All modes of transportation are authorized, consistent with the requirements of the duty and the efficient and economic conduct of official business. First-class air fares will require the specific approval of the Board. Rental cars and taxi-cabs may be used, but justification must be given.
- 9.6 Car mileage allowance will be paid in accordance with the current BCSTA rate.
- 9.7 In accordance with (9.3) and (9.4), actual expenses for hotel accommodation, meals, ferry, parking and sundries will be paid as required.