



Policy 6000
REIMBURSEMENT FOR EXPENSES

Adopted: 1998-01-27	Reviewed:	Amended: 2002-01-22 2013-11-19 2016-11-15
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POLICY

SUBJECT: **REIMBURSEMENT FOR EXPENSES**

The Board of Education believes that personnel and trustees engaged in duly authorized School District business are entitled to reimbursement for reasonable and necessary expenses incurred.

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.



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REGULATIONS

SUBJECT: **REIMBURSEMENT FOR EXPENSES**

1. General

- (a) 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 original receipts as required by the Secretary-Treasurer.
- (b) Registration fees for authorized workshops, conferences, seminars, dinner meetings and conventions, will be met by the School Board.
- (c) All modes of transportation are authorized, consistent with the requirements of the duty and the efficient and economic conduct of official business. Rental cars and taxi-cabs may be used, but justification must be given.
- (d) Transportation allowance will be paid in accordance with regulations outlined in Article 3 below.
- (e) Original receipts are required for all expenses claimed.

2. Subsistence Allowances

Subsistence allowances and other expenses will be reimbursed by the School Board to trustees and personnel to enable those individuals to carry out authorized duties, as follows:

- (a) Either \$30.00 per night or actual receipted hotel accommodation expenses.
- (b) A daily subsistence allowance of \$ 57.50 or actual receipted expenses. When a part day is involved the daily unreceipted subsistence allowance will be reduced by:
 - \$ 11.50 when breakfast is not eaten.
 - \$ 17.25 when lunch is not eaten.
 - \$ 28.75 when dinner is not eaten.
- (c) Alcohol will not be reimbursed.
- (d) Ferry and parking charges, toll charges, and any other essential incidental expense

will be reimbursed as receipted (or Treo crossing reimbursed at \$3.15 without receipt).

3. Transportation

On presentation of a properly completed expense claim, a kilometer allowance will be paid as follows:

- (a) Trustee travel to and from home to attend Board and Board Committee meetings, workshops, seminars and conventions; to visit schools in the district, and to attend to general school board business.
- (b) To any employee who, on the written authority of his/her supervisor, uses his/her vehicle to carry out school board business.
- (c) To any employee who, on the written authority of the School Board, Superintendent or Secretary-Treasurer, uses his/her vehicle to attend a workshop, seminar or conference.
- (d) To a Board appointed committee representative using his/her vehicle to attend committee meetings.
- (e) To any employee for travel costs incurred during essential transportation of pupils between home and school, school and hospital. For this purpose, "essential" is defined as transportation deemed necessary by the principal, or the Superintendent of Schools, where no other method of transportation is available (parent, school bus).
- (f) The per kilometer rate shall be paid in accordance with the rate prescribed by the Department of Finance
- (g) **Carpooling:**
To maximize the efficient use of limited travel budgets and in support of the District's sustainability policy, the Board expects employees travelling to a common destination or to an intermediate point along a common travel route, to travel together when practical to do so.
- (h) **Insurance:**
Employees who are required to insure private vehicles for business use because of the distance travelled in carrying out duties will be refunded the additional insurance cost (calculation will be done assuming full safe driving discount) upon presentation of the car insurance differential form signed by the insurance agent together with an expense claim form.
- (i) Receipts should be submitted monthly.

EXPENSE CLAIM

LOCATION/SCHOOL: Hope - District



APPENDIX A

EMPLOYEE REQUEST FOR REIMBURSEMENT

EMPLOYEE NAME:		POSITION:	
PERIOD FROM	TO:	DATE SUBMITTED:	

DATE	ITEM/DESCRIPTION	GST	TOTAL
	• VEHICLE EXPENSE (Attach KM Log) KM @ .59		
	• EXPENSES FOR WORKSHOPS, CONFERENCES, SEMINARS, etc.		
	Activity:		
	Meals:		
	Accomodation:		
	Fares/Tolls:		
	Registration Fees:		
	Other Expenses:		
	** Receipts for expenses MUST BE attached.		
	TOTALS:		

Total Expenses:

TOTAL CLAIM:

I certify that the above expenses were paid by me in the course of work for School District No. 78 (Fraser-Cascade) during the period indicated.

Account Code:	Amount:

Employee Signature: _____

Supervisor Approval: _____

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Payment Approved

DATE	FROM	TO	COMMENTS	KMS
TOTAL:				
Travel Allowance (KM) - Return mileage from Hope				
Abbotsford - 176	Agassiz - 70	Boston Bar - 132	Burnaby/Coquitlam - 290	
Chilliwack - 106	Harrison - 86	Richmond - 320	Silver Creek - 8	
Spuzzum - 60	Vancouver - 320			

NOTE: Mileage will be paid at current approved rates according to Board Policy No. 6000.
Travel is to be calculated from and to the employee's normally assigned location.
Please attach all receipts for transportation (other than kilometers), accomodation, meals and other expenses.
Please indicate if you carpooled and list the names of the passengers.