

SCHOOL DISTRICT NO. 67 (OKANAGAN SKAHA)

POLICY

POLICY #540 Employee Travel: Insurance and Expenses

RATIONALE

The Board of Education recognizes the need for employees to travel on school district business and be reimbursed for out-of-pocket expenses.

The purpose of these policies and procedures is to ensure that employees are appropriately reimbursed for expenses incurred while travelling on business. This section provides guidelines for completing the travel claim voucher and describes conditions for reimbursement of expenses.

POLICY

Employees will be reimbursed for reasonable out-of-pocket expenses necessarily incurred on school district business. Out-of-province travel requires the prior approval of the employee's immediate supervisor.

The rates reflected in the procedure below will be reviewed periodically and may be changed with the approval of the Board.

ADOPTED: September 14, 2015

Reviewed/Revised: February 1, 2016

Statutory Reference:

REGULATIONS AND PROCEDURES

POLICY #540 Employee Travel: Insurance and Expenses

Claims for reimbursement of expenses will be considered in accordance with the following guidelines:

1. All claims for reimbursement must be supported by a standard Travel Expense Claim Form and supporting documentation where required.
2. Business use of private vehicles shall be reimbursed at a rate per kilometer that is inclusive of all costs incurred by the employee. The rate per kilometer shall be the rates established annually by the BC School Trustees Association (BCSTA).
3. An employee who is required to use his/her personal vehicle for District purposes shall be reimbursed the difference in premium costs between their regular Insurance Corporation of British Columbia (ICBC) Rate and ICBC Rate Class 007 (Business Class) where the employee is required to purchase additional insurance in order to comply with ICBC regulations. Receipt and/or documentation is required for reimbursement.
4. Claims for reimbursement of expenses and for use of private vehicles must be authorized and finally approved by the employee's immediate supervisor.
5. Employees expected to travel as part of their assignments will be paid mileage from the site of their first "appointment" to the site of their last "appointment" and be logged daily. (Examples: Joe's base school is Wiltse so he goes to Wiltse then Carmi then Summerland Secondary then Parkway. Joe would log mileage Wiltse to Carmi, Carmi to Summerland Secondary, and Summerland Secondary to Parkway for that day. But tomorrow Joe has no need to go to his base school...he starts his day at Parkway then Uplands then Naramata. He would log mileage from Parkway to Uplands, then Uplands to Naramata.) All claims must be submitted and authorized by the immediate supervisor.
6. Mileage claims must be claimed quarterly at a minimum. June's claim must be submitted before July 7th of each year.
7. Expense claims for out-of-district travel will be considered on the basis of the following guidelines:
 - a) Employees who are required to travel for business purposes should consider the lowest cost alternative for travel between air fare and use of a private vehicle. Air fares should be booked sufficiently in advance of the travel date to take advantage of reduced excursion fares. Only economy air fare will be considered for reimbursement. One (1) personal checked bag will be reimbursed with appropriate receipts each way. Kilometer rates remain as established in clause 2 above.
 - b) Reasonable accommodation costs as evidenced by appropriate hotel receipts. Only standard level room costs and applicable taxes will be covered. A claim of \$30.00 per day will be considered if the accommodation is at a friend's residence in lieu of a hotel room.

- c) Meals may be claimed without receipts as follows:

Breakfast:	\$15
Lunch:	\$25
Dinner:	\$35

On days of departure and return the following guidelines will be followed:

Departure from District

Breakfast, lunch and dinner may be claimed if departure is before 9:00 a.m.

Lunch and dinner may be claimed if departure is after 9:00 a.m.

Dinner may be claimed if departure is before 5:00 p.m.

Return to District

Breakfast may be claimed on your return day.

Lunch may be claimed if return is after 1:00 p.m.

Dinner may be claimed if return is after 5:00 p.m.

Exceptions may be made on occasion with authorization from the Superintendent or Secretary-Treasurer with the submission of receipts and explanation of circumstance.

- d) Other expenses supported by appropriate receipts, e.g. parking, ferry rates, taxis, telephone calls, etc.
- e) Bridge toll costs will be reimbursed without receipts.
- e) Registration, course or other fees supported by appropriate receipts with prior approval from the immediate supervisor.

ADOPTED: September 14, 2015

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