

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

POLICY

No. C-1

Adopted: April 30, 2008
Amended: May 21, 2014
Amended: April 18, 2018
Reviewed: April 12, 2023

EXPENSES

Policy:

The Board of Education will reimburse trustees and employees for reasonable expenses incurred in the performance of their duties.

SCHOOL DISTRICT NO. 53 (Okanagan Similkameen)

REGULATIONS

No. C-1

Adopted: April 30, 2008
Amended: May 21, 2014
Amended: April 18, 2018
Amended: January 30, 2019

EXPENSES

1. Allowable Expenses and Expense Limits

The expense allowances set out in this Regulation do not apply to activities lasting longer than 5 days. Expense allowances for activities longer than 5 days will be considered by the Board on an individual basis.

A. Travel:

- 1) Automobile:
 - Kilometre rate as set by the BCSTA from time to time.
 - Car rental costs with prior approval, or if unavoidable.
 - Hotel parking costs, if applicable.
 - Ferry costs, if applicable.
 - When traveling in district, travel will be paid from regular workplace to home or destination, whichever is closer.
 - When traveling out of district, travel will be paid for actual kilometre travelled.
 - Travel shall be by the most efficient means possible.

- 2) Air:
 - Travel to and from airports at automobile rate, or by bus or taxi.
 - Airport parking if applicable.
 - Economy airfare.

Note: Trustees may claim these expenses for necessary travel outside the district and where they are required to travel to a scheduled meeting of the Board, or one of its standing committees, which is being held outside of their own trustee electoral area.

B. Accommodation:

At reasonable cost for single accommodation necessary in connection with an approved activity. If staying with friends or relatives, a claim of \$30 per night is permitted.

- C. Meals and Incidentals:
- 1) Within district boundaries:
Breakfast \$10.00 Lunch \$12.00 Dinner \$17.00
 - 2) Where required to travel outside of district boundaries:
Per diem rates as approved by the BCSTA from time to time.
- D. Other Expenses:
- 1) Basic registration fees for approved activities.
 - 2) Long distance telephone calls necessary for district business, paid for by the individual.
- E. Exceptions:
- 1) Costs for alcohol will not be reimbursed.
 - 2) Where the collective agreement for a group of employees contains provisions other than the above, the provisions of the collective agreement shall apply.

2. Procedures

- A. All expense claims shall be reviewed by the secretary treasurer or designate for compliance with Regulations.
- B. Receipts or other acceptable proof of payment must be submitted for all expenses except for the following:
- Automobile expenses claimed at the approved kilometre rate.
 - Allowances for meals or per diems or for staying with friends or relatives.
- C. Expense claims must include details regarding dates, location, and the nature of the activity.
- D. The secretary treasurer or designate is given discretion to approve a payment where the absence of a receipt or other acceptable proof of payment results from circumstances beyond the individual's control. Such circumstances will usually delay the reimbursement process.
- E. Expenses incurred in any month must be claimed by the 15th of the following month.