

POLICY

SCHOOL DISTRICT NO. 53
(Okanagan Similkameen)

EXPENSES

Reference: C-1
Approved: April 30, 2008

EXPENSES

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

Approval for Expenses for Conference, Seminars, Workshops

Except where otherwise provided, prior approval for estimated expenses is required, in accordance with the following:

Trustees

The prior approval of the Board is required for discretionary activities such as conferences or workshops. Where time does not permit the Board to consider the matter, the prior approval of the Chairperson is required. An estimate of the cost of attendance is to be provided with the request for approval.

Superintendent and Secretary Treasurer

Approval of the board is required for discretionary professional development activities requiring more than 5 days or \$1500 in expenses.

Educational Administrators and Teaching Employees:

1. Professional Development Activities Funded by the Joint Professional Development Fund - These activities are governed by agreements and procedures for such activities, and are not covered by this policy.
2. Other Activities - The prior approval of the Board is required where expenses will exceed \$1500. In other cases, the prior approval of the Superintendent is required.

Non-Teaching Employees:

The prior approval of the Board is required where expenses will exceed \$1500. In other cases, the prior approval of the Secretary-Treasurer is required.

Other:

The Board Chairperson may approve as a district expenditure, reasonable costs incurred in hosting an event for visiting dignitaries or officials, and any other costs incurred in the normal duties of the Chairperson's office.

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Approval of Expenses:

All expense claims shall be reviewed by the Secretary Treasurer or designate for compliance with the Regulations.

Any expense claim which exceeds the allowable limits will require Board approval for payment.

General Financial Control:

The Management Committee shall be responsible for

1. Reviewing and evaluating the effectiveness of this policy and regulations.
2. Reviewing levels of expenses incurred under this policy.

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1. Allowable Kinds of Expense 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) By Automobile The metrage rate approved 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
- 2) By Air Travel to and from airports at automobile rate, or by bus or taxi
Airport parking if applicable
Economy airfare

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 \$25 per night is permitted.

C. Meals and Incidentals:

- 1) Within School District No. 53:
Breakfast \$10.00 Lunch \$10.00 Dinner \$15.00
- 2) Where required to travel outside of School District No. 53:
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.

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E. Exceptions:

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. Receipts or other acceptable proof of payment must be submitted for all expenses except for the following:
- 1) Automobile expenses claimed at the approved metrage rate
 - 2) Allowances for meals or per diems or for staying with friends or relatives.
- B. Expense claims must include details regarding dates, location, and the nature of the activity.
- C. The Secretary-Treasurer 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.
- D. Expenses incurred in any month must be claimed by the 15th of the following month.