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
Amended: February 1, 2025

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 $13.00 Lunch $15.00 Dinner $23.00

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 <u>all</u> 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.