

**Expenses for Administrative Personnel**

**Policy No. 403.15R**

**REGULATIONS**

**FORM: ACCOUNTING FORM – SINGLE TRIP EXPENSE CLAIM**

Administrative staff traveling on Board business and professional growth activities may be reimbursed up to the following maximums.

**1.1. Vehicle**

Vehicle remuneration rate shall be consistent with BC School Trustees Association (BCSTA) rates. Reimbursement for vehicle expenses must not exceed the cost of  $\frac{3}{4}$  full fare air travel, or applicable discounted air travel, unless approved by the Secretary-Treasurer.

**1.2. Meals**

Meal allowances will be paid at a per diem rate consistent with BCSTA rates.

**1.3. Accommodation**

The actual cost of the hotel/motel may be claimed. Government rate should be requested at the time of booking where applicable.

If individuals stay in a private residence with friends or relatives in lieu of hotel/motel accommodations, an amount up to \$30.00 per night may be claimed.

**1.4. Transportation**

The actual cost of airfare, taxis, rental cars, ferry charges, etc. may be claimed. Receipts are required for individual expenses over \$5.00. All applicable discounts from seat sales, advance bookings, and other pricing options should be utilized to ensure the most cost-effective transportation.

**1.5. Business Insurance**

Reimbursement for the cost difference between business insurance and to-and-from work insurance may be claimed.

**1.6. Other Expenses**

The Superintendent of Schools or Secretary-Treasurer may approve reimbursement for additional expenses incurred in the course of carrying out the business of the Board as deemed appropriate.

#### **1.7. Combining Business and Personal Travel**

Where personal and business travel are combined, reimbursement is to be based upon the lesser of actual transportation expenses or the most economical transportation expenses that would have been incurred had personal travel not taken place. Per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.