

**Board Member's Expenses**

**Policy No. 403.14R**

**REGULATIONS**

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

Trustees traveling on Board business and professional growth activities may be reimbursed up to the following maximums. Reimbursement for expenses for out-of-province activities requires the approval of the Board.

**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. Compensation for Lost Wages**

In the event that it is imperative for a Trustee to be absent from work on Board business, by a Board decision, he/she will be compensated for lost wages.

To avoid misunderstandings, individual Trustees should ensure the Board supports the request for compensation for lost wages prior to the absence.

### **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.