

#### **REGULATION 4020.04 – TRAVEL and RELATED EXPENSES DISTRICT PERSONNEL**

Travel and related expenses incurred by district personnel for expenses incurred while performing authorized duties on behalf of School District No. 83 (North Okanagan-Shuswap).

##### **Meal Per Diem Allowances**

For meals not covered by registration or conference fees, district employees may claim an allowance at the meal per diem rate in effect at the time of travel.

Effective September 1, 2019, the meal per diem allowance shall be **\$60.00** per full day on District or Board business. When business is less than a full day, the meal allowance shall be \$12.00 for breakfast, \$18.00 for lunch and \$30.00 for dinner.

##### **Lodging**

All overnight accommodation on Board business is to be charged directly to School District No. 83 if possible. Should it be necessary for the claimant to pay for lodging, a receipt is required to support the reimbursement. District employees are expected to request government rates whenever possible.

Charges such as valet service, personal telephone calls and in-room movies are the responsibility of the district employee.

If a district employee elects to stay at a friend's or relative's rather than a hotel or motel, a daily allowance of \$30 may be claimed.

The cost of any extra night is the responsibility of the district employee with the exception of travel delays due to extenuating circumstances and with discussion with their supervisor.

##### **Mileage Rates**

District employees will be reimbursed at the approved BCSTA rates noted below. **Carpooling is encouraged and expected where possible.** The maximum amount of mileage claimable is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.

##### **Reimbursement Rates**

Effective January 1, 2020: \$0.59/km per kilometer – per current BCSTA rate.

### **Travel Costs**

Whenever possible, travel arrangements should be made through and billed directly to the Board office and should be booked in advance so as to take advantage of any fare reductions that are available.

Should the claimant pay transportation costs, the amount paid may be claimed for reimbursement after the travel date has occurred, provided receipts or tickets are attached to the claim form.

### **Incidental Expenses**

Parking, taxi fares, telephone calls, ferry fares, etc. will be paid for by the Board when those expenses are necessary for Board business and when supported by receipts.

### **Payment of Expenses**

Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered. Expense claims that are submitted either outside of the fiscal year or three months after the occurrence of the event or expense, will only be paid if approved by the Secretary Treasurer.