

# POLICY

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No. B.4

## TRAVEL, MEALS AND OTHER EXPENSES

*Adopted: 82-06-14  
Amended: 91-01-14  
Amended: 94-03-01  
Amended: 95-06-12  
Amended: 02-01-14  
Amended: 04-12-13  
Amended: 06-12-11  
Amended: 10-02-09  
Reviewed: 11-11-08  
Amended: 12-02-14  
Reviewed: 12-10-09  
Amended: 14-11-08  
Reviewed: 15-01-12*

### Policy

Employees travelling and using their vehicles on School District business will be reimbursed in accordance with the principles outlined in the Regulation.

To maximize the use of limited travel funds, the Board expects:

- personnel travelling to a common destination or intermediate point along a common travel route, to travel together to the capacity of the vehicle used.
- District personnel claiming expenses to use the cheapest mode of transportation.

# REGULATION

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### Regulation

1. **Approved travel** shall be paid on an approved point-to-point basis, as follows:

The Board has directed that Policy B.4 reflect the Memorandum of Agreement between the BC Public School Employers' Association and the BC Teachers' Federation, signed September 17, 2014. Therefore, all approved travel was increased by 2.0% effective September 17, 2014, as follows:

<i>Paved Roads:</i>	52 cents per kilometer
<i>Unpaved Roads:</i>	56 cents per kilometer

All approved travel will be increased a further 1.25% effective January 1, 2015 (not to exceed the CRA maximum rate). The approved travel rates shall be reviewed as of the following dates and adjusted as required in accordance with the Memorandum of Agreement:

- May 1, 2016
- July 1, 2016
- May 1, 2017
- July 1, 2017
- May 1, 2018
- July 1, 2018
- May 1, 2019

2. **Reimbursement for meals** shall be:

<i>Breakfast:</i>	\$15.00
<i>Lunch:</i>	\$17.00
<i>Supper:</i>	\$25.00

These rates shall not apply when other specific allowances are stipulated in other policies or regulations.

3. **Accommodation expenses** will be paid upon submission of receipts. Accommodation other than hotel/motel while travelling on Board business will be paid up to a maximum of \$30.00 per night.
4. Board business credit cards shall not be used for personal expenses.
5. All travel expenses, including credit card charges, must be recorded on the approved travel expense forms.
6. Any expenditures exceeding meal allowances must be justified.
7. The Board will not reimburse any receipts for alcohol.
8. Business meals must clearly identify the purpose of the meeting and the number of persons present.
9. A Trustee will review and authorize the Superintendent of Schools/Secretary-Treasurer's expenses.
10. All expense claims for reimbursement must be submitted to the District Office within three months of the event.