



4020: Personal Expenses On Official District Business (AP)

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Approved 24 04 09

Approved 25 02 11

PURPOSE

Employees will incur certain expenses when on official business of the District. These are generally referred to as Travel Expenses. The Board will reimburse the Employee for these expenses upon submission of an approved voucher within the guidelines of these regulations.

Expenses are to be submitted within 30 days of the expenditure, and for the month of June an expense claim is to be submitted by July 15th. Employees are encouraged to minimize these costs whenever practical by carpooling, sharing hotel accommodation, scheduling meetings coincident with travel and other methods that will reflect well for a public sector employee.

PROCEDURAL REGULATIONS

Travel mileage rates and per diems will be set in accordance with the British Columbia School Trustees Association's (BCSTA) rates on a yearly basis and will be updated in Appendix 1 as necessary, with the exception of the Alberni District Teachers Union (ADTU) rates. These rates are set by the Collective Agreement, and any annual Cost of Living Adjustments (COLA) that may occur.

TRAVEL:

Amounts paid for transportation (plane, train, bus, ferry, taxi, parking) will be reimbursed as long as all invoices, receipts and/or ticket stubs are submitted. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. The District is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.

MILEAGE:

Employees will be reimbursed at a rate per kilometer for travel inside and outside the District. Travel outside the District is calculated as the number of kilometers from point of origin to destination. Measurements for the return trip will be calculated similarly. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by District staff. The number of kilometers for travel to/from commonly visited locations, have been established using the Standard Distances shown below.

HOTEL:

The actual costs of the hotel/motel room plus appropriate taxes, less any personal items charged, will be reimbursed as long as invoices or receipts are submitted. Charges for room service, laundry, or other room-related costs, will not be permitted. Accommodation charges that exceed the minimum required to conduct business on behalf of the District, will not be reimbursed. Where the



overnight accommodation is provided by a friend or relative and payment is made to the host, a Private Accommodation Allowance of \$30.00 is permitted.

The cost of telephone calls and hotel parking are permitted expenditures. Employees are reminded that telephone calls from hotel rooms are usually considerably more expensive than from a pay phone elsewhere in the area.

MEALS:

To claim meals, travel status must:

- Begin before 7 am on the date of departure to claim breakfast
- Begin before 12 pm on the date of departure to claim lunch
- End after 6 pm on the date of return to claim dinner

Reimbursement for meals, meal gratuities and other miscellaneous costs, will be reimbursed as follows:

- where the costs are incurred without an overnight stay, only the actual costs will be reimbursed to the maximum of the appropriate per diem, for all locations within British Columbia.
- For travel to other provinces or out of Canada, the per diems may be waived and actual expenses substituted on approval of the Board Chair or the Secretary Treasurer.

OTHER EXPENSES

Other approved expenses, such as seminar registration and business meals will be reimbursed. Receipts are required. These costs, plus telephone and parking costs should be shown under other costs on the travel claim form.

RESOURCES:

XXX: Trustee Remuneration and Expenses (P)

XXXX: Trustee Remuneration and Expenses



STANDARD DISTANCES

ADSS	ADSS											
AES	2	AES										
BO	5	2	BO									
EJD	3	5	3	EJD								
EALC	3	5	4	1	EALC							
HOW	4	2	4	7	7	HOW						
MTCE	4	4	5	7	4	3	MTCE					
MAQ	3	6	4	1	2	7	7	MAQ				
TES	3	2	2	6	5	3	8	6	TES			
WOOD	1	3	1	3	3	5	4	3	3	WOOD		

Kms From Port Alberni to:	
Bamfield	95
Campbell River	150
Chilliwack	215
Courtenay	100
Duncan	135
Hope	240
Kamloops	440
Kelowna	480
Langley	145
Nanaimo	80
New Westminster	125
Parksville	50
Penticton	480
Port Hardy	385
Powell River	115
Qualicum	40
Seattle	295
Tofino	125
Tofino to Ucluelet	42
Ucluelet	100
Vancouver	100
Vernon	530
Victoria	195



Appendix 1: Travel and per Diem Rates

Revised 24 04 09

Revised 25 02 11

The following travel mileage rates and per diems, ~~as~~ are set in accordance with the annually updated BCSTA and ADTU rates.

MILEAGE RATES:

ADTU ONLY (effective April 1, 2024)

\$0.66 / km for private automobile costs

\$0.05 for trips on un-paved roads

ALL OTHER (effective March 1, 2025)

\$0.72 / km for private automobile costs

\$0.05 for trips on un-paved roads

MEALS:

\$67.00 per full day when on District business, with the per meal rate being defined as follows:

\$15.00 for breakfast

\$20.00 for lunch

\$32.00 for dinner