

## COMPENSATION OF EXPENSES

### Background

Employees who travel on authorized District or school trips, who attend meetings or seminars, or who sponsor extra-curricular activities, shall be eligible for reimbursement of reasonable costs incurred.

### Procedures

#### 1. In-District Expenses

Actual reasonable costs for meals and costs incurred, while on District business, may be claimed. Receipts are to be provided along with the purpose of the business or meeting.

#### 2. Communication

Employees may claim, while on District business:

- 2.1 Long distance toll charges and cellular phone charge for District business telephone calls;
- 2.2 Other reasonable requests may be considered at the discretion of the employee's supervisor.

#### 3. Conference and Travel Expenses

- 3.1 For travel by private automobile, employees may claim the District rate in effect at the time. The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.
- 3.2 Cost of airfare is limited to the cost of economy airfare. Accommodation is limited to the government or conference rate.
- 3.3 Travel costs outside of British Columbia must receive prior approval of the Superintendent.
- 3.4 Employees may claim amounts for taxis, parking fees, local mileage, etc. Receipts are to be provided.

#### 4. Lodging

Employees may claim the government or conference rate of the hotel/motel, less any personal items charged. Receipts are to be provided. If staying with a friend or relative, \$30.00/night may be claimed without a receipt.

5. Meals

Employees may claim actual reasonable costs. Receipts are to be provided. District practice requires that an actual receipt is provided detailing the purpose of the meeting and who is in attendance.

6. Per Diem

For International travel, a per diem of \$100 per day is provided in lieu of reimbursement for meals and incidentals

7. Payment of Expenses

- 7.1 Expenses must be submitted on a timely basis at least once a month to the Secretary-Treasurer.
- 7.2 With the exception of the annual retirement, inaugural functions and one spousal meal per conference, spousal expenses must receive prior approval by Board resolution.
- 7.3 Employees may seek an advance, the amount of which is determined by Superintendent's approval, respectively, for out-of-town business engagements of two or more days.
- 7.4 All expense claims shall be submitted on the Expense Claim Form (Form 513-1) and shall be fully completed and supported by adequate documentation and detailed receipts.
  - 7.4.1 Expense claims shall be authorized and signed by the employee's supervisor.

*Reference: Sections 22, 23, 65, 85 School Act  
Income Tax Act*

*SD No. 40 (New Westminster)*

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*Adopted: May 30, 2017*

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Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)