

ADMIN PROCEDURES MANUAL
Administrative Procedure 575

TRAVEL

Background

The New Westminster Board of Education recognizes the need for trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The Board supports and encourages trustees and employees to participate in conferences, seminars, workshops, and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

Procedures

1. General Procedures

- 1.1 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
- 1.2 Expense claims will be submitted recognizing the fundamental principle that expenses paid from public funds have been incurred prudently and meet the test of appropriateness and reasonableness.
- 1.3 Original expense receipts are required in all cases except for kilometrage and meal per diem. Credit card vouchers are not considered receipts.
- 1.4 All travel expenses must be claimed using the prescribed expense claim forms and must be approved by the traveller's supervisor.
- 1.5 Requests for reimbursement must be submitted as soon as feasible, signed by the applicant's supervisor, contain the appropriate account number and support (invoices/receipts) to permit appropriate processing by the Finance Department.

2. Local Travel

- 2.1. Local travel is deemed to be any authorized travel within the Metro Vancouver and Fraser Valley
- 2.2. Travel Expense Claim forms must be submitted monthly, for approval and payment. Claims in excess of 90 days of month end in which costs were incurred may not be paid.
- 2.3. Reimbursement for accommodation while attending local functions (within Metro Vancouver and the Fraser Valley) will not normally be approved, as it is expected that attendees will arrange to travel from home each day. Exceptions for local accommodation must be pre-approved by the secretary-treasurer, superintendent or associate superintendent.

2.4. Only hotel, parking and related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable.

2.5. Kilometrage Reimbursement

2.5.1. The kilometrage reimbursement rate will be aligned to the reimbursement cost approved by the BC School Trustees Association (BCSTA).

2.5.2. Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage. Kilometrage reimbursement will not be paid where specifically excluded from employment contracts or where a vehicle allowance is received.

2.6. Per Diem Rate

2.6.1 Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes) without a receipt:

Breakfast \$15

Lunch \$20

Dinner \$30

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration are to be deducted from the meal claim.

Pcards should not be used for meals as staff will instead be reimbursed through the application of a per diem rate. Any exception (including direct reimbursement of actual receipted expenses) requires pre-approval by the superintendent or the secretary-treasurer.

An overnight allowance of \$10 is expected to cover personal telephone calls and other incidentals.

3. Out of Area Travel

3.1. Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.

3.2. Employees must obtain authorization from their immediate supervisor for out of area travel prior to making transportation, accommodation, and other travel arrangements.

3.3. Only hotel, parking and related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. If not applicable, a quote of three different hotels should be evaluated for the most economical given recognition to the traveller's time.

3.4. All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency.

3.5. When travel in the United States takes place, allowable per diems are applied in U.S. dollars before conversion to Canadian dollars.

- 3.6. Travel to international locations other than the United States may result in costs which are significantly greater than the per diem rates established for local/United States travel. Exceptions to the per diem rates related to international travel must be approved by the superintendent, associate superintendent or secretary-treasurer. All expenses must be supported with original receipts. If original receipts are lost or are unavailable, the established per diem rate will apply with the appropriate exchange rate for the country of travel.
- 3.7. Employees who have a district-issued Procurement Card (PCard) may utilize the Pcard for business-related travel expenses to avoid incurring out-of-pocket expenses.
- 3.8. Air Travel
 - 3.8.1. Air travel should be used only when ground travel does not meet the event schedule, is more costly, or when distance or time constraints makes it impractical.
 - 3.8.2. The actual cost for air travel will be reimbursed up to an amount not exceeding the economy rate when traveling by the most direct route.
 - 3.8.3. Original copies of all air tickets must be attached to the reimbursement form.
 - 3.8.4. Flight cancellation insurance are reimbursable expenses.
- 3.9. Vehicle Rental
 - 3.9.1. All vehicle rentals for business purposes must be pre-approved by the supervisor.