

## Administrative Procedure 514

---

### REIMBURSEMENT FOR EXPENSES

#### Background

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

#### Procedures

Employee expenses for authorized travel shall be reimbursed as follows:

1. Registration fees and/or membership dues that have been pre-approved by the supervisor.
2. Hotel expenses at convention or organization rates, where possible.
3. Transportation to and from the site to the limit of current mileage rates or economy or excursion class airfare plus necessary ground transportation costs, whichever is less.
4. Actual meal costs and other reasonable incidental expenses will be reimbursed up to the current BCSTA per diem amounts. Meals provided at the conference or event will not be eligible for reimbursement.
5. Claims made for the entertainment of guests shall be limited to senior administrative staff except by prior approval of the Superintendent or designate.
6. All expense claims shall be submitted on District Expense Claim (Form 514-1) and shall be fully completed and supported by adequate documentation and detailed receipts.
7. Claims shall be submitted monthly and not later than by June 15 of the school year within which the expense was incurred.
8. Expense claims shall be authorized and signed by the employee's supervisor.

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