

REIMBURSEMENT FOR EXPENSES

Background

Employees who travel on authorized school business trips, or who sponsor extracurricular 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. **Convention expenses** must relate to the employee's professional district activity. Convention expenses should be for conventions held within the province unless otherwise authorized by the Superintendent or designate.
4. **Transportation** to and from the site will be reimbursed to the limit of current CRA mileage rates or to economy or excursion class airfare plus necessary ground transportation costs, whichever is less.
5. **Hotel and airfare** should be booked using a BMO card by the employee's administrative team. Wherever possible, it should not be booked on a personal credit card.
6. **Actual meal costs** and other **incidental expenses** will be reimbursed as stated below. Meals provided at the conference or event at no cost will not be eligible for reimbursement.

Meal costs in Canada will be reimbursed to the following maximum per diem rates:

Breakfast: \$15 / Lunch: \$20 / Dinner: \$30 / Full day: \$65

International meal costs may be reimbursed at higher per diem rates with appropriate supervisor authorization.

Purchases of alcohol are not eligible for reimbursement without the express written approval of the Superintendent or designate.

Incidentals, including reasonable travel gratuities, receipted taxi, parking, and other directly related travel costs will be reimbursed at reasonable rates.

7. **Personal expenses** incurred while at a conference are not eligible for reimbursement. Where personal and business travel are combined, per diem allowances and other expenses will not be reimbursed beyond the costs that would have been incurred had personal travel not taken place.

Where overnight accommodation is required, one telephone call of up to five minutes to the employee's home in British Columbia may be claimed for each night away.

8. Claims made for more than one individual, or for the **entertainment of guests** shall be limited to senior administrative staff, except by prior written approval of the Superintendent or designate, must explain the reason for their incurrence and must list the names of those in attendance.
9. **All expense claims shall** be submitted on District Expense Claim (Form 514-1) and shall be fully completed and supported by the reasons for the incurrence of the expenses and detailed original receipts.

10. **Claims shall be submitted** at least quarterly and not later than by June 15 of the school year within which the expense was incurred.
11. **Expense claims and BMO credit card purchases** shall be authorized and signed by the employee's supervisor.

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