

Revelstoke Board of Education

Policy Manual

4.6 Expenses Paid On Board Business

Reasonable expenses incurred by Trustees and employees while on Board business will be paid by the Board.

As a general rule, all expenses are to be paid by the claimant at the time incurred and not charged to the Board with the exception of items charged to the Board by a credit card authorized by the Board.

In accordance with Board Resolution 89: R-84, these guidelines will be amended to be consistent with the B.C. School Trustees' Association approved expense policy.

Guidelines

1. Travel Costs

Mileage rates are tied to current BCSTA rates (rates are indicated on the travel expense form). The maximum amount claimable is limited to the cost of economy airfare between points travelled, when air transportation is available and practical. Air travel is limited to economy class.

Claim amounts paid for transportation (plane, train, bus, rental car, ferry) and attach all bills, receipts or ticket stubs. Claim amounts paid for airport tax, parking, limousines, taxis to train or bus and attach receipt when obtainable.

2. Accommodation

Claim the actual cost of single accommodation, less any personal charges. If non-commercial accommodation is used, claim \$20.00 per night. Government rates should be used whenever possible.

3. Wage Loss/Childcare– Trustees only

Trustees may claim \$50.00 per full day absent from the District for Wage Loss/Childcare Allowance (receipts and/or written rationale required). In addition, Trustees may claim \$25 per full day absent for Incidental Expenses (no receipts required).

4. Meals

The amount that may be claimed for meals is based on current BCSTA rates (rates are indicated on the travel expense form).

5. Other Expenses

Items not subjected to rates above (i.e. business calls, office supplies, etc) will be reimbursed based on actual amounts. Receipts must be accompanied by a short description of each item.