

FINANCE

Policy 611.6-R

Travel Expenses

The Board believes that when incurring expenses, trustees and staff must be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

The guiding principles are:

1. Authorization must be obtained prior to arranging travel.
2. Travel miles or other points earned on travel or other expenses are to be utilized for school district business only.
3. Travel is to be arranged by the most economical and practical mode given recognition to the effective use of the traveler's time.
4. Travel advances may be requested from the Financial Services Department for items that cannot be paid for with a district issued procurement card (P-Card) or through direct billing to the school district. The approval of the supervisor is required.
5. 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.
6. All expense claims must be submitted in a format prescribed by the school district immediately following the travel or no later than monthly. Original expense receipts are required. Credit card receipts are not considered receipts.
7. Per diem meal allowance, not exceeding specified limit, will be reimbursed when meal is not provided during travel.
8. Mileage will be reimbursed at the rate stated in the employee's collective agreement or based on the rate used by the British Columbia School Trustees Association (BCSTA).

Authority

The Board authorizes the Superintendent of Schools and the Secretary Treasurer or designate to develop and implement all procedures related to travel expenses.