

Administrative Memorandum

Regular Board Meeting

Date: January 17, 2018
Topic: Annual Review of Kilometrage Reimbursement Rate
Submitted by: Greg Frank, Secretary-Treasurer

Background:

Policy #4410 – *Travel Expense Reimbursement*, requires an annual review of the kilometrage reimbursement rate. The kilometrage reimbursement rate is used to reimburse Trustees and employees when they travel by automobile on school district business.

In January 2003, the Board approved a motion requiring that the Kilometrage Reimbursement Rate be set annually at a level not to exceed the rate prescribed annually by the Government of Canada's Department of Finance, to avoid tax implications.

The following are the rates from selected government organizations and lower mainland school districts:

Organization	Per Km
BCPSEA	\$0.55
BCSTA	\$0.55
City of Surrey	\$0.55 < 5,000 km \$0.54 > 5,000 km
Department of Finance, Canada	\$0.55
Insurance Corporation of BC	\$0.54
Average	\$0.55

Five Metro School Districts	Per Km
School District No. 34 (Abbotsford)	\$0.54
School District No. 35 (Langley)	\$0.55
School District No. 39 (Vancouver)	\$0.54 current \$0.55 01/07/2018
School District No. 41 (Burnaby)	\$0.54 current \$0.55 01/07/2018
School District No. 43 (Coquitlam)	\$0.55
Average	\$0.54 current \$0.55 01/07/2018

It is recommended:

THAT the Board of Education set the Kilometrage Reimbursement rate at \$0.55 per km, effective 2018-02-01.