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## **Administrative Memorandum**

### **Regular Board Meeting**

**Date:** January 19, 2017  
**Topic:** Annual Review of Kilometrage Reimbursement Rate

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**Preamble:**

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:

<b>Organization</b>	<b>Per KM</b>
BCPSEA	\$0.54
BCSTA	\$0.54
City of Surrey	\$0.54
Department of Finance, Canada	\$0.54
ICBC	\$0.54
<b>Average</b>	<b>\$0.54</b>

<b>Lower Mainland School Districts</b>	<b>Per KM</b>
School District No. 34 (Abbotsford)	\$0.54
School District No. 35 (Langley)	\$0.54
School District No. 39 (Vancouver)	\$0.54
School District No. 41 (Burnaby)	\$0.54
School District No. 43 (Coquitlam)	\$0.54
<b>Average</b>	<b>\$0.54</b>

**It is recommended:**

THAT the Board of Education maintain the Kilometrage Reimbursement Rate of \$0.54 per km, effective 2017-02-01.

Submitted by:

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D. Greg Frank, Secretary-Treasurer

Approved by:

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Dr. Jordan Tinney, Superintendent