

Administrative Memorandum

Regular Board Meeting

Date: January 9, 2019
Topic: Annual Review of Kilometer Reimbursement Rate
Submitted by: Greg Frank, Secretary-Treasurer

Background:

Policy #4410 – *Travel Expense Reimbursement*, requires an annual review of the kilometer reimbursement rate. The kilometer 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 Kilometer Reimbursement Rate be set annually at a level not to exceed the rate prescribed annually by the Government of Canada's Department of Finance.

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

Organization	Per Km
BCPSEA	\$0.55
BCSTA	\$0.58
City of Surrey	\$0.54
Department of Finance, Canada	\$0.58 <5000km \$0.52 >5000km
Insurance Corporation of BC	\$0.52
Average	\$0.55.4

Five Metro School Districts	Per Km
School District No. 34 (Abbotsford)	\$0.58 (Pending Board Approval 2019-01-16)
School District No. 35 (Langley)	\$0.58
School District No. 39 (Vancouver)	\$0.55
School District No. 41 (Burnaby)	\$0.55 (under review)
School District No. 43 (Coquitlam)	\$0.55
Average	\$0.56.2

It is recommended:

THAT the Board of Education approve the annual kilometer reimbursement rate at \$0.56 per km, effective 2019-02-01.