

## **POLICY #4410**

### **TRAVEL EXPENSE REIMBURSEMENT**

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#### **1. INTENT**

The Surrey Board of Education recognizes the need for trustees and employees to be reimbursed for all reasonable expenses incurred while performing their duties and responsibilities on behalf of the school district.

The board also supports and encourages trustees and employees to participate in conferences, seminars, workshops and other programs that contribute to their personal and professional growth as it relates to their roles in the school district.

#### **2. AUTHORITY**

The board delegates authority to management to reimburse trustees and employees for approved expenditures under this policy as prescribed by the schedule of reimbursement provided in [Regulation #4410.1 – Travel Reimbursement \(Local Travel\)](#) and [Regulation #4410.2 – Travel Reimbursement \(Out of Area Travel\)](#). Exceptions to these regulations will be discussed with the superintendent and secretary-treasurer, prior to submission for reimbursement.

#### **3. PRINCIPLES**

- 3.1 Authorization must be obtained prior to arranging travel as defined in [Regulations #4410.1](#) and [Regulation #4410.2](#).
- 3.2 Travel is to be arranged by the most economical and practical mode giving recognition to the effective use of the traveller's time.
- 3.3 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.
- 3.4 Travel advances may be obtained from the Fiscal Management Services Department by using the prescribed form a minimum of two weeks prior to departure.
- 3.5 Original expense receipts are required in all cases over \$20 except for kilometrage, meal per diem and the allowance when staying in private accommodations. Credit card vouchers are not considered receipts.

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---

- 3.6 All travel expenses must be claimed using the prescribed expense claim forms and must be approved by the traveller's supervisor.
- 3.7 Requests for reimbursement must be submitted as soon as feasible, signed by the applicant's supervisor and account coordinator, contain the appropriate account number and the program agenda attached to permit appropriate processing by the Fiscal Management Services Department.
- 3.8 All travel expenses outside of Canada will be reimbursed in Canadian dollars, and adjusted by the current exchange rates to reflect Canadian dollar equivalency. When travel in the United States takes place, allowable per diems are applied in U.S. dollars before conversion to Canadian dollars.

#### **4. KILOMETRAGE REIMBURSEMENT**

The kilometrage reimbursement rate will be reviewed and approved by the Budget Committee, then approved by the board as part of the district's overall budget approval process.

Trustees will be reimbursed for the following approved travel: committee meetings; school functions or other events involving employees or students of the school district, when attending on behalf of the board; special official functions (hearings, grievances, other government bodies' meeting, where attendance will benefit the school district); and any other school district related group meeting where it benefits the school district. Home addresses will be the normal base place for travel measurement.

Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage.

Kilometrage reimbursement will not be paid where specifically excluded from employment contracts or where a vehicle allowance is received.

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---

#### **5. PER DIEM RATE**

Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes):

Breakfast	\$18
Lunch	\$24
Dinner	\$33

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration or provided in flight are to be deducted from the meal claim. Any exception requires pre-approval by the superintendent and the secretary-treasurer.

An overnight allowance of \$14 is expected to cover personal telephone calls and other incidentals.

#### **6. ACCOMMODATION**

Trustees and employees are expected to travel and lodge using the most economical options, giving fair consideration to travel times and proximity to scheduled events. Sharing accommodation is encouraged and should be reported on the claim for reimbursement.

Reimbursement for accommodation while attending local functions (within Metro Vancouver and the Fraser Valley) will not normally be approved, as it is expected that attendees will arrange to travel from home each day. Exceptions for local accommodation must be pre-approved by the secretary-treasurer and superintendent or deputy superintendent.

Only hotel, parking and related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. The board will pay an allowance of \$40 per night for accommodation where an employee stays with family or friends.

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2017-09-20  
2015-06-05

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2012-06-21  
2011-05-19  
2010-06-24  
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Approved:

X-Ref: [#2900](#)  
[#4410.1](#)  
[#4410.2](#)