

# BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

**POLICY MANUAL**

**Policy No.** 2306

**SUBJECT:** TRAVEL EXPENSES - TRUSTEES AND  
EXCLUDED STAFF

**Date**  
**Revised** 97 04 07 19 03 12

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The Board will reimburse Trustees and Excluded staff for reasonable and authorized travel expenses while engaged in School District business, based upon a schedule of rates approved by the Board.

SCHOOL DISTRICT NO. 35 (LANGLEY)

ACCOUNTING PROCEDURES

TRAVEL EXPENSE REIMBURSEMENT

SCHEDULE OF APPROVED RATES EFFECTIVE JANUARY 2019

1. In all cases, staff are expected to travel and lodge at the most economical options, giving fair consideration to travel times and proximity to scheduled events.
2. Expense receipts are required in all cases except for mileage and meal per diems and the allowance when staying in private accommodations. Credit card detailed receipts must be provided for all purchases with the reason for the expense written on the receipt.
3. All travel expenses must be claimed using the prescribed Expense form and all claims must be approved by the traveler's supervisor.

4. Travel Costs

Actual costs for public transportation will be paid, or mileage will be paid at the Revenue Canada per kilometer rate. Ground transportation and parking costs will also be covered. Car rentals must be pre-approved by the Superintendent or Secretary-Treasurer.

5. Accommodation

Only hotel, hotel tax, hotel parking and business telephone charges should be claimed under accommodation. Employees are expected to book accommodation at government rates. The Board will provide a \$30 per night allowance if an employee stays with friends or family.

6. Meals/Overnight Allowance

A traveler may claim any amounts as required up to the following maximums:

Breakfast	\$13.00
Lunch	\$17.00
Dinner	\$30.00
Overnight Allowance	\$10.00
Full Day Per Diem	\$70.00
Private Accommodation	\$30.00

Partial day per diems should be determined based upon meal times away from the District. Per diems must be reduced by complimentary meals covered in a conference registration. The overnight allowance is expected to cover incidentals and personal telephone calls home. Per diems for U.S. travel will be paid in Canadian dollars but increased by the current exchange rate to reflect U.S. dollar equivalency.

7. Other Expenses

- a) Course/Conference Registration - Use a cheque requisition form or District credit card with prior approval, to initiate any required pre-payment for a course or conference.