



## Administrative Procedure 513

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### TRAVEL EXPENSES

#### Background

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

#### Procedures

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 (Form 513-1) and all claims must be approved by the traveler's supervisor.
4. Travel Costs
  - 4.1. Actual costs for public transportation will be paid, or mileage will be paid at the Revenue Canada per kilometer rate.
  - 4.2. Ground transportation and parking costs will also be covered.
  - 4.3. Car rentals must be pre-approved by the Superintendent or Secretary-Treasurer.
5. Accommodation
  - 5.1. Only hotel, hotel tax, hotel parking and business telephone charges are to be claimed under accommodation.
  - 5.2. Employees are expected to book accommodation at government rates.
  - 5.3. The District will provide a \$30 per night allowance if an employee stays with friends or family.

6. Meals/Overnight Allowance

6.1. 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

6.2. Partial day per diems are to be determined based upon meal times away from the District. Per diems must be reduced by complimentary meals covered in a conference registration.

6.3. The overnight allowance is expected to cover incidentals and personal telephone calls home.

6.4. 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

7.1. Course/Conference Registration - A cheque requisition form (Form 515-1) or District credit card, with prior approval, is to be used to initiate any required pre-payment for a course or conference.

Reference: Sections 22, 23, 65, 85 School Act  
Income Tax Act

Adopted: April 7, 1997

Revised: March 12, 2019; December 15, 2020