



Chilliwack School District  
*"Partners In Learning"*

## ADMINISTRATIVE REGULATION 428.1

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### EXPENSES

Staff requests for expense reimbursement require pre-approval by the individual's supervisor. For the purpose of authorization of expenses, the Board Chair is considered the supervisor for the Superintendent of Schools.

#### **Joint Funds**

Reimbursement of expenses approved through joint funds with employee groups shall be governed by the committees responsible for those funds. All reimbursements must adhere to Board policy and regulations.

#### **Reimbursement Procedure**

Expenses will be reimbursed after the expense has been incurred using forms available from the Financial Services Department. The following allowances shall be used:

#### **Meal Allowances/Expenses**

##### **Per Diem**

Breakfast	\$ 10.00
Lunch	17.00
Dinner	<u>24.50</u>
Maximum per diem	\$51.50

These amounts include gratuities and any taxes levied.

For partial days, the specific meals purchased will be used. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.

Within the district, meals must be authorized by the budget manager for the specific account charged and must fall within the per diem guidelines. Meal expenses outside the district must be within the per diem rates or be supported by receipts and approved by the budget manager. The reimbursement request or receipt must be accompanied by a list of persons in attendance.

Costs for alcohol will not be reimbursed.

### **Travel Costs**

Kilometres driven in a private vehicle on Board business will be reimbursed at the rate of 50¢ per kilometre. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.

Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.

Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.

Employees are responsible for their own medical and any additional travel insurance coverage.

Reimbursement of mileage and insurance costs for teachers are covered in the collective agreement and may differ from this policy.

### **Lodging Expenses**

The Board shall reimburse lodging costs based on receipts submitted. Wherever possible, when travelling in British Columbia, accommodation should be arranged in hotels/motels listed in the Business Travel Guide published by the BC government, at the government rate. Receipts must be attached for all lodging expenses, including hotel invoices.

In cases where there is not a charge for accommodation (e.g. home of a friend or relative), a claim for \$20 per night may be made.

### **Extended Stays or Travelling with Companions**

The Board will only reimburse travel costs and hotel lodging for the employee.

### **Gifts & Honoraria**

There may be, from time to time, a need for an employee to incur other kinds of expenses such as hosting and/or gifts for others. The actual costs of such expenses will be reimbursed on the approval of the supervisor.

### **Purchase Cards**

Purchase cards are for district business and may not be used for personal expenses. Purchase cards are expected to be used wherever possible for all business related expenses instead of personal credit cards.

### **Annual Review**

All per diem and other cost rates will be reviewed annually.

Cross Refs: Board Policy 228, Teachers' Collective Agreement

Adopted: October 28, 1981

Reviewed:

Revised: June 14, 1994, January 1997, April 14, 1998, January 8, 2002, July 01, 2002, September 21, 2004, October 11, 2005, June 5, 2006, June 25, 2007, December 1, 2008