

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Regulation subject:** REIMBURSEMENT OF EXPENSES

**Dated Passed:** 98.10.13

**Date Amended:** May 21, 2019

**Description:**  
REIMBURSEMENT OF EXPENSES

### **Regulation No. 506-R**

All travel on Board or District business on behalf of the Board must be approved by the immediate supervisor AND the Secretary Treasurer. The travel of the Superintendent of Schools shall have the approval of the Board Chair or Alternate and the Secretary Treasurer shall have the approval of the Superintendent of Schools, or in his/her absence, the Board Chair.

Any request for reimbursement for expenses must be accompanied by a completed Expense Report and include required receipts prior to being reimbursed for expenses.

#### **RECEIPTS ARE NOT REQUIRED FOR:**

1. MEALS: which are reimbursed at the following rates, to a maximum of \$50.00/day:

Breakfast:	\$11.00
Lunch:	\$17.00
Dinner:	\$25.00
  
2. MILEAGE: in accordance with the Board Mileage chart to actual mileage at the current BCSTA rate:

**\*\*NOTE:** Fuel expense shall not be paid when claiming mileage.

**\*\* For travel in excess of 800 km round trip, the following shall apply:**

- a. If an individual chooses to drive rather than fly, the mileage allowance shall not exceed the two-week advance booking rate for air fare.
  - b. One travel day each way is allowed and meals may be claimed as required. Accommodation shall be reimbursed for one travel day only.
  - c. Alternate travel such as commercial bus lines shall be reimbursed at cost.
  - d. Travel days during inclement weather shall be subject to review by the employee's supervisor.
3. Mileage for employees who are authorized to use their vehicles within the village shall be reimbursed at the rate of \$1.50/trip to a maximum of \$4.50/day between the place of employment and return.
  4. If an individual chooses to stay with friends or relatives instead of a commercial establishment, a daily rate of \$35.00 shall be paid for accommodation.
  5. The Board recognizes the importance of Trustees participating in Board approved travel as representatives of the Board and Board Committee meetings. To this end, the Board will provide an honorarium of \$50.00 per day. This honorarium would be paid for the length of the event and travel days before and after the event.

**ORIGINAL RECEIPTS ARE REQUIRED FOR:** Airfare, airport improvement fees, shuttle bus, taxis, ferry, busses, hotel room and out-of-pocket purchases of school supplies.

The District shall reimburse for employees and individual Trustees only.

Requests for reimbursement must be completed within two weeks of returning from a trip.

**BEFORE SUBMITTING YOUR EXPENSE REPORT:** Please check that receipts are attached; the expenses have been “Certified Correct” by the immediate supervisor with applicable codes. Your reimbursement will be sent via inter-office mail or Canada Post if applicable, along with a copy of this expense report. Please attach additional sheets if more space is required.