



# Policy No. 406

## REIMBURSEMENT OF EXPENSE

### POLICY STATEMENT

The Board will reimburse Trustees and employees for out-of-pocket expenses incurred while on authorized business of the Board. Reimbursement will be in accordance with the Regulations noted in this policy.

### REGULATIONS

1. Travelling and accommodation expenses incurred by Trustees and employees shall be paid at the rates in effect at the time of travel.
2. Receipts must be submitted for all items except private accommodation, meal per diems, and mileage claims.
3. Claims must be made on the required form in a timely manner. Claims submitted more than six (6) weeks after occurrence may be refused.
4. Travel advances will only be issued under necessary circumstances. When advances are issued, any outstanding advance will be deducted from the next travel expense claim or from other amounts owing to the Trustee or employee.
5. **The Board will not reimburse travel, meal, or incidental expenses for Trustees or employees travelling from a residence outside of their electoral area (Trustee) or assigned community (employee) to perform regular duties or attend functions within their electoral area or assigned community. Such travel is categorized as a personal commute and is and is the sole responsibility of the individual. For duties outside of an electoral area or assigned community, the Board may reimburse travel, meal, or incidental expenses, however, claims are limited to the lesser of the actual travel or the travel that would have been required if travelling from the electoral area or assigned community**

### Accommodation

- a. A Trustee or employee may claim the cost of the hotel, less any personal items charged. The Board will reimburse the cost of the accommodation up to the single government rate of that hotel.
- b. Where private accommodation is used, a per diem of \$30.00 for in-district and \$50.00 for out-of-district accommodation may be claimed.
- c. Additional accommodation expenses will only be reimbursed if travel to the Trustee or employee's destination of business is not possible, would be unsafe and/or would create undue hardship on the first day of business and/or if travel home is not possible, would be unsafe and/or would create undue hardship on the last day of business.

## **Transportation**

- a. Trustees or employees will be reimbursed for the most economical method of transportation available. Carpooling is encouraged and expected where possible.
- b. While travelling in a private vehicle, the Trustee or employee may claim mileage per kilometer, at the rate specified on the District's current expense form.
- c. Expenses for plane, taxi, car rental, shuttle, public transit, and parking may be claimed.
- d. In cases where the most economical means of travel is via air, but for personal reasons, the Trustee or employee has chosen to drive; additional costs due to the extended time required for travel will not be reimbursed.
- e. If the airport from which a trustee or employee is travelling for work-related duties is in a different community than their home, trustees or employees may claim the rate for travel to and from the airport, at the rate specified on the District's current expense form.
- f. If the Board has requested a Trustee or employee to use their personal vehicle for work-related duties and business insurance is required, the Trustee or employee may claim the additional costs.

## **Meals**

- a. While travelling on Board business, the Trustee or employee may claim the per diem amounts for meals, at rates specified on the District's current expense form.
- b. Should meals be paid on behalf of district or non-district people for district related business, the amount will be reimbursed to the Trustee or district employee upon submission of receipts.
- c. School or District Administration may host group meals. Current per diem guidelines should be followed whenever possible.

## **Incidentals**

- a. A per diem for incidentals may be claimed for travel extending beyond 24 hours, at the rate specified on the District's current expense form.

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