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## TRAVEL EXPENSES

### Background

The District believes that travel may be necessary for employees and that appropriate expenses incurred during such travel must be reimbursed. In incurring expenses staff will be cognizant of their accountability for public funds and always utilize optimum discretion in ensuring the appropriateness and efficiency of expenditures.

### Procedures

#### 1. Guiding Principles

- 1.1. District issued credit card and direct billings to the District are to be used to pay for District expenses whenever possible. Travel miles or other points earned on travel or other expenses are to be utilized for District business only.
- 1.2. Travel advances may be requested for items that cannot be paid for with a District issued credit card or through direct billing to the District. The approval of the Supervisor is required.
- 1.3. All out-of-district travel expense claims must be submitted in a format (Form 513-1) prescribed by the District immediately following the trip or no later than monthly. Mileage and expenses related to travel within the school district must be submitted monthly, in a format prescribed by the district (Form 513-2).

#### 2. Automobile Travel

- 2.1. Employees required to travel by automobile will be reimbursed for travel at the rate of \$0.64/business km, as adjusted from time to time to be equal to the higher of the rate negotiated in either the PRDTA or CUPE collective agreements.
- 2.2. Employees required to travel off road to such places as the Outdoor Learning Centre will be paid an additional \$0.10/km.
- 2.3. Business kilometres shall be calculated for travel between District workplaces or for travel to an alternative workplace or for travel to meetings or other events required by the District. When an employee is required to respond to an after regular business hours emergency situation at a District site other than their regular place of work, business kilometers shall be calculated between the employee's home and the District site they were called out to. Travel to/from home or from/to the employees' regular place of work will not be reimbursed.

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- 2.4. Employees who require the use of a rental vehicle for the purposes of conducting business, and if it is the most efficient and cost-effective means of transportation, are to acquire the type of vehicle most fitting to the need at the lowest cost.
3. Automobile Insurance
    - 3.1. Employees who regularly utilize their private vehicles for District business must obtain business insurance with \$1 million third party liability.
    - 3.2. Claims for increased costs due to the upgrade to business insurance from to and from work insurance, must be made annually on the renewal of insurance.
4. Air Travel Expense
    - 4.1. On occasion, due to distance, time commitment, cost, and individual workload it may be most efficient to use air travel.
    - 4.2. Airline tickets are to be billed directly to the District or purchased through a District issued credit card when practical.
    - 4.3. All out of province travel must be approved by the employee's immediate Supervisor.
5. Hotel Accommodation
    - 5.1. Hotel accommodation is to be booked in hotels that offer a government rate. The choice of hotel and room must be safe, economical and in close proximity to where the employee is traveling for business.
    - 5.2. Hotel costs are to be billed directly to the District or a District issued credit card is to be used when practical.
    - 5.3. Hotel accommodation is to be limited only to the time necessary to conduct District business. If employees choose to stay longer than the time required to conduct business, the District is not to be billed for this cost.
    - 5.4. Where private accommodation is provided, a claim of up to \$50 per day will be allowed with no receipts required.
6. Meals
    - 6.1. While on travel involving District business, the cost of meals will be reimbursed for employees. Only those meals actually purchased will be reimbursed and must be accompanied by the detailed bill listing all purchases. If the bill is for more than the claimant, all other individuals' names are to be included on the bill.
    - 6.2. Meal allowances may be claimed without receipts if the employee is entitled to claim the meal. The meal must not have been included as part of a course, meeting or other event. Meal allowances are as follows:
      - 6.2.1.1. Breakfast           \$15.00
      - 6.2.1.2. Lunch               \$17.00

6.2.1.3. Dinner \$23.00

6.3. Meal costs and meal allowances for international travel will be reimbursed in Canadian dollars at the exchange rate established by the Secretary Treasurer.

### 7. Miscellaneous Expenses

7.1. Costs for parking, internet, and other incidentals will be reimbursed at cost with the provision of a receipt. If receipts are not available, claims will be limited to \$15.00 maximum per item, per day.

7.2. Reasonable personal long-distance calls to home will be reimbursed as well as any charge for local calls.

7.3. The cost of taxi, ferry and toll charges will be reimbursed at cost with the production of receipts.

7.4. Extended stays for personal reasons may be attached to trips. However, these require the approval of the Supervisor, must be reported as vacation days, must not add additional cost to the District, and must not be charged to a District credit card.

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

Adopted: March 13, 2018  
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