



SD10 (Arrow Lakes) District Protocol

District Travel Expenses

Overview:

The Board and District recognize that there is value in trustees and employees attending conferences, workshops and seminars. In addition, the Board and District support appropriate staff and trustees attending provincial and Ministry meetings required as part of their role. Such endeavors provide valuable learning and networking, and all trustees and employees are encouraged to participate within the financial limitations of the District.

It is also recognized that employees may be required to travel outside of the District for purposes related to District operations and that expenses incurred will be reimbursed as per this protocol.

Agreements signed between the SD10 Board of Education and the Canadian Union of Public Employees, Local 2450, the Arrow Lakes Teachers' Association, or individual employees may supersede this protocol. Other district protocols that may be related to travel including CUPE Pro-D Time and Travel, and ALTA Professional Learning Team Travel should be referenced with this protocol as required.

General

1. Travel will be pre-approved as outlined in the attached appendix, or discussed at a Board meeting, or authorized in advance either by the Board, immediate Supervisor, or Superintendent/Secretary Treasurer.
2. Travel is defined as any requirement for an employee to travel from the District for an extended period of time of 6 hours or more, and as required to perform duties related to their employment.
3. Third party reimbursement
All third party reimbursement claims for travel expenses will be made out to School District 10, rather than to the employee, if district purchasing cards are used.
4. All employees and trustees are encouraged to use the most economical and convenient mode of travel possible.
5. All changes to this district travel expense protocol will come forward to the Board for approval at a Regular Meeting of the Board.

Approved Travel Expenses

6. Air fare
 - a. The District will pay for regular airfare upon presentation of the original receipt.
 - b. Costs for luggage and seat selection may be incurred if required.

7. Mileage
 - a. School District vehicles are to be used whenever they are available.
 - b. Mileage will be paid by the District, and in accordance with the Canada Revenue Agency per km rate, should a district vehicle not be available.
 - c. Employees are required to car pool whenever possible.
8. Hotel/Accommodation
 - d. Where overnight accommodation is necessary, the individual may claim the actual cost of accommodation with proof of receipt. Employees are expected to stay at reasonably priced hotels under the government rate.
 - e. When an individual stays with friends or relatives, their hospitality may be recognized to a limit of \$30/night.
9. Meals
 - f. Claims for meals will be made on a per diem basis at the following rates and based on the following schedule:

Schedule	Meal Rates
Breakfast	\$10.00
Lunch	\$17.00
Dinner	\$23.00
Full Day Rate	\$50.00

- g. When meals are provided as part of a meeting, a per diem meal claim is not applicable.
10. Miscellaneous
 - h. Miscellaneous items such as Skytrain fare, taxi, etc. will be reimbursed at cost upon proof of original receipts. All receipts, where relevant, should include the GST transaction.
11. Entertainment
 - i. On rare occasions, a school district employee or trustee may purchase a meal for a third party.
 - j. Reasonable amounts for meals for third parties will be reimbursed upon receipt of original receipts which include the names of the diners.
 - k. Purchases of alcohol shall not be reimbursed.

Related Documents

- P-04 – CUPE Pro-D Time and Travel Protocol
- P-06 – ALTA Professional Learning Team Travel Protocol
- CRA Approve Mileage Rate <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/pyrll/bnfts/tmbl/llwnc/rtis-eng.html>

Appendix A: Pre-Approved Travel Expenses

Employee Group	Travel
Board of Education	BCSTA General Meeting (AGM) Kootenay Boundary Branch (KBB) - AGM BCSTA Trustee Academy BCSTA Election Committee – <i>*Trustee Rep</i> BCPSEA AGM – <i>*Trustee Rep</i> BCSTA Provincial Council – <i>*Trustee Rep</i> Annual Ministry Partnership Liaison Meeting Local Committees <i>*Travel costs for the elected trustee representative from SD10 are reimbursed for some events under these authorities.</i>
Superintendent/Secretary-Treasurer	All travel in accordance within the financial limitations of authorized travel budget for the Superintendent/Secretary-Treasurer/HR Director
Director of Learning	All travel in accordance within the financial limitations of authorized budgets under the management of the Director of Learning and as approved by the Superintendent/Secretary-Treasurer
Manager of Operations and Transportation	All travel in accordance within the financial limitations of authorized budgets under the management of the Manager of Operations and Transportation and as approved by the Superintendent/Secretary-Treasurer
<i>Other Excluded Staff</i>	Travel in accordance within the financial limitations of authorized budgets and as approved by the immediate Supervisor and/or the Superintendent/Secretary Treasurer.
Teachers, Support Staff	Travel in accordance within the financial limitations of authorized budgets and as approved by the immediate Supervisor, Director of Learning and/or the Superintendent/Secretary Treasurer.

Note: Refer to applicable Collective Agreement for terms related to travel.