

SCHOOL DISTRICT NO. 71 (COMOX VALLEY)

POLICY MANUAL

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| POLICY: | 1006R2 |
| Date: | October 12, 1999 |
| Revision: | 9 |

BOARD REGULATION

Maximum Expenses—Approved Out-of District Travel

1. **Transportation**

The Board will pay the following:

- (a) **Fares:** All out-of-pocket transportation costs, with air fare being "economy class" where available.
- (b) **Limousines:** Out-of-pocket expenses for airline limousines, taxis to train or bus, etc.
- (c) **Kilometrage:** The maximum amount claimable at current provincial government rates, plus parking costs necessarily incurred.
- (d) **Ferries:** Car and passenger fares at cost.

Although it is practical to travel by air, Trustees may travel by vehicle, provided vehicle kilometrage and incidentally related costs do not exceed economy air fare and associated ground transportation expenses.

2. **Meals**

Each Trustee will be reimbursed a per diem pursuant to the provincial government policy for Group 3 employees.

This per diem includes gratuities and all other expenses such as dry cleaning, portage, and personal telephone calls.

3. **Accommodation**

The Board will reimburse each Trustee for the actual cost of reasonable hotel accommodation. Where private accommodation is used, \$10.00 per day may be claimed.

4. **Registration**

The Board will pay registration fees.

5. **Additional Allowances**

In any case not provided for in this regulation, the Board may approve by resolution the payment of a special allowance for a special cause.

6. **Form of Claim**

Claims for reimbursement of expenses shall be made on the approved Travel & Expense Warrant—Trustees (Form 653), with receipts attached for other than kilometrage, per diem, and private accommodation.