

Administrative Procedure 1006 R2

***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) **Taxis or bus:** Out-of-pocket expenses for taxis or bus to/from airport, hotel, train, 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 or approved employee out of district travel may travel by personal 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 (refer to section 7 below).

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, the current provincial rate in lieu of commercial accommodation amount \$25.00 per day may be claimed.

4. **Registration**

The board will pay the travelling trustee any associated 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.

7. **BC Provincial Government Travel Allowance**

[http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel\\_allowances.pdf](http://www2.gov.bc.ca/assets/gov/careers/all-employees/pay-and-benefits/work-related-expenses-allowances/travel_allowances.pdf)