

SCHOOL DISTRICT NO. 51 (BOUNDARY)

P O L I C Y

SECTION	TITLE	NO. 1250
GOVERNANCE/COMMUNICATIONS	<u>Trustee Expenses</u>	

DATE ADOPTED: January 13, 1998

DATE AMENDED: October 13, 2009

DATE REVIEWED: November, 2010

DATE REVIEWED: March 13, 2018

The Board believes that an adequate level of reimbursement should be provided for expenses incurred by trustees when they participate in meetings, workshops, negotiations and conferences.

R E G U L A T I O N S

1. Out of District Travel Expenses

- a) Travel costs: Mileage as per B.C.S.T.A. Policy/Economy Air travel costs
- b) Meals as per B.C.S.T.A. Policy
- c) Accommodation, parking and transportation costs to and from airports per receipt
- d) Accommodation without receipt: (where one may be staying with friends, relatives) - as per B.C.S.T.A. Policy
- e) Discretionary travel to be set annually during the budget process.

2. In District Travel Expenses

- a) Mileage (reimbursement as per B.C.S.T.A. Policy): for board meetings, committee meetings, board-sanctioned visitations to schools, and other related meetings as deemed necessary in the operation of the School District. In all instances, the district will reimburse transportation expenses only when the claimant's vehicle has been used.
- b) Telephone charges by presentation of receipt and reason for charge.
- c) Meals when representing the School District on matters of business (per receipt to a maximum of BCSTA per diem rate).

