

## **2230 Trustee Reimbursement of Expenses**

Policy 2230

STATUS: ADOPTED

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### *TRUSTEE - REIMBURSEMENT OF EXPENSES*

Board Approved: January 1981

Last Revised: June 19, 2013; December 17, 2014

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#### Description:

Trustees shall be reimbursed for expenses incurred in the discharge of their duties at rates established by the Board.

A Trustee stipend is provided with a tax exempt portion in accordance with Revenue Canada provisions to cover incidental costs of Trusteeship.

*TRUSTEE - REIMBURSEMENT OF EXPENSES*

Board Approved and Issued: January 12, 1981

Last Revised: December 17, 2014

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**Description:**

To ensure that Trustee expenses are accounted for in the fiscal year in which they are incurred, claims must be submitted within 30 days after the close of the fiscal year. Claims submitted after the accounts are closed for audit purposes shall not be honoured.

**TRUSTEE EXPENSES**

1.0 To claim reimbursement for in-district or out-of-district costs, the Trustees will be required to file a completed "Travel Expenses" form supported by appropriate receipts or invoices for travel, accommodation, registration(s) and other out-of-pocket expenses necessarily incurred.

1.1 Transportation/Vehicle expenses will be paid to the lesser amount of:

- Airfare (The calculation for airfare reimbursement shall be based on the best rate available at that time.)
- kilometrage at a rate equal to the current rate paid by the BCSTA
- The actual costs of taxis, rental cars, ferry charges, tips (up to 15%) etc. may be reimbursed. Receipts are required.

1.2 Per Diem

The per diem rate for out-of-district business is \$60/day for meals ( \$15 for breakfast, \$20 for lunch and \$25 for dinner). Other incidental expenses such as coat checks and gratuities will be reimbursed upon the submission of receipts

1.3 Accommodation

The actual cost of the hotel/motel may be claimed. Receipts are required. Where accommodation costs are paid directly by the administration office, any charges for room service or personal telephone costs incurred by the Trustee will be payable by the Trustee.

1.4 In-District Travel

Trustees may claim actual expenses for in-district travel which will be reimbursed upon presentation of receipts. A per diem will not be issued.

1.5 Business Insurance

Trustees who use his/her private vehicle on Board business shall be reimbursed the cost differential in upgrading his/her private vehicle insurance from pleasure to business/work to business as required. (The limit on a pleasure policy is 6 trips/per month to be used for business purposes.) \*note that a trip to a school constitutes 1<sup>st</sup> trip and the return trip constitutes a 2<sup>nd</sup> trip.

The maximum base insurance coverage is to be calculated for:

- \$2,000,000 liability
- collision deductible
- comprehensive deductible with a full safe driver's discount level

2.1 The Trustee expenses shall cover those expenditures incurred in the normal day-to-day business of the Board and which are part of the Board's normal expectations of all Trustees. The day-to-day business of the Board includes travel to and attendance at:

- Board meetings
- Board Committee meetings
- PAC meetings and school events
- Negotiation/arbitration seminars and meetings
- New Trustee Seminars
- Board delegations to the Minister-Ministry of Education
- Trustee initiated retreats
- Any other Board supported activity

2.2 Trustees are expected to maintain offices at home and to be accessible to carry out duties from their home office.

2.3 All Trustee expense claims shall be reviewed by the Secretary-Treasurer, or in his/her absence, the Superintendent of Schools. Any expense claim that does not comply with the regulations will require Board approval for payment.