

2.5. Kilometrage Reimbursement

- 2.5.1. The kilometrage reimbursement rate will be aligned to the reimbursement cost approved by the BC School Trustees Association (BCSTA).
- 2.5.2. Daily kilometrage will be calculated from the employee's assigned work site or first work location for the day. Travel from home to work and return is not eligible for reimbursement. Part-time teachers and support staff who work at more than one location and who are compensated for travel under contract are not eligible to claim daily kilometrage. Kilometrage reimbursement will not be paid where specifically excluded from employment contracts or where a vehicle allowance is received.

2.6. Per Diem Rate

- 2.6.1 Trustees and employees may claim a per diem amount up to the following maximums (inclusive of gratuities and taxes) without a receipt:

Breakfast \$15
Lunch \$20
Dinner \$30

Claims for meals for part of the day will be based upon the time away from the district. Meals covered by the conference registration are to be deducted from the meal claim.

Pcards should not be used for meals as staff will instead be reimbursed through the application of a per diem rate. Any exception (including direct reimbursement of actual receipted expenses) requires pre-approval by the superintendent or the secretary-treasurer.

An overnight allowance of \$10 is expected to cover personal telephone calls and other incidentals.

3. Out of Area Travel

- 3.1. Out of area travel is deemed to be travel outside of Metro Vancouver and the Fraser Valley.
- 3.2. Employees must obtain authorization from their immediate supervisor for out of area travel prior to making transportation, accommodation, and other travel arrangements.
- 3.3. Only hotel, parking and related taxes are to be claimed under accommodation. Employees are expected to book accommodation at government rates when applicable. If not applicable, a quote of three different hotels should be evaluated for the most economical given recognition to the traveler's time.
- 3.4. All travel expenses outside of Canada will be reimbursed in Canadian dollars, and

- 3.6. Travel to international locations other than the United States may result in costs which are significantly greater than the per diem rates established for local/United States travel. Exceptions to the per diem rates related to international travel must be approved by the superintendent, associate superintendent or secretary-treasurer. All expenses must be supported with original receipts. If original receipts are lost or are unavailable, the established per diem rate will apply with the appropriate exchange rate for the country of travel.
- 3.7. Employees who have a district - ~~US, CA, or other countries (PE and) pay US to CA \$ FE Body 20~~