

POLICY 191 TRUSTEE EXPENSES

The Board of Education recognizes that fulfillment of Board responsibilities may require that Trustees incur expenses.

Trustee expense reimbursement parameters and processes are clarified below.

Guidelines

1. Expenses will be reimbursed for attendance at British Columbia School Trustees Association (BCSTA) Annual General Meetings.
2. Reimbursement will be provided for travel expenses incurred, but not covered by the BCSTA or the British Columbia School Employers' Association (BCPSEA) for those Trustees elected by the Board as provincial representatives to BCSTA or BCPSEA.
3. Trustees shall submit out of district expenses incurred using the school district expense claim form.
 - 3.1. For out of district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip.
 - 3.2. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted.
 - 3.3. Air travel shall be by economy class.
 - 3.4. Trustees are responsible for any travel insurance coverage.
 - 3.5. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from any per diem claim made.
 - 3.6. The Board will only reimburse travel costs and hotel lodging for the Trustee.
 - 3.7. The cost of alcohol will not be reimbursed.
 - 3.8. Trustees will be reimbursed in accordance with district rates for exempt employees.
4. Expense claims are to be submitted to the Secretary-Treasurer for payment
 - 4.1. Any discrepancies regarding the claim will be brought to the Trustee's attention.
 - 4.2. A dispute regarding amounts authorized for reimbursement will be adjudicated by the Board.