

POLICY 132: Trustee Expenses

The Board of Education of School District 8 Kootenay Lake believes that trustees should be reimbursed for expenses incurred while fulfilling the duties of a trustee. Such duties may include attending conferences, meetings, seminars and other work authorized by the Board.

The Board recognizes all Trustees must maintain an office with appropriate technology in their place of residence to fulfill their duties as Trustee. A technology allowance may be claimed of \$50.00 per month for basic cell phone and internet service.

The Secretary-Treasurer will be responsible for the Board's expense rates when necessary and reporting changes. Any changes in rates will take effect at the start of the next fiscal year, except those rates determined by Canada Revenue Agency (CRA).

Policy

1. Authorized Out of District Expenses

- 1.1. Travel costs to be reimbursed include amounts paid for transportation (i.e. plane, bus, ferry, airport shuttle, taxi, parking, etc.) and attach all bills, receipts or ticket stubs. Air travel is limited to economy class.
- 1.2. Mileage Costs (travel by private vehicle) - may be claimed as per current CRA rates, and if in lieu of air travel, the maximum amount claimable is limited to the cost of economy air fare between points travelled, when air travel is available and practical.
- 1.3. Hotel - claim the actual cost of the hotel/motel Government or conference rate, less any personal items charged. Where private lodging is used in lieu of commercial accommodation, Trustees may claim \$30.00 per diem.
- 1.4. Meals - claim per diem rates in accordance with Board policy 3. below and as per current CRA rates, for meals not provided.
 - Breakfast at \$19.10
 - Lunch at \$18.90
 - Dinner at \$47.35
- 1.5. Other expenses - may be considered, provide receipts and a short description of each item.

2. Authorized In-District Expenses

- 2.1. Mileage may be claimed for attendance at requested Board meetings, committee meetings, PAC meetings at which a Trustee is the liaison, or other District functions at which Trustee representation is requested.

Related Legislation: School Act [RSBC 1996, Part 6, Division 1, Section 71]
Related Contract Article: Nil
Adopted: June 28, 1999
Amended: February 26, 2008
Amended: August 26, 2008
Amended: May 31, 2011
Amended: June 12, 2018
Amended: February 26, 2019

- 2.2. Optional trustee travel (i.e. school visits, committee meetings of which they are not an appointed member, etc.) will not be eligible for expense claims.
- 2.3. When two or more people are travelling to the same function, they are expected to travel together when practical.
- 2.4. Expenses for hotels are acceptable when required or weather determined.
- 2.5. Meals - claim per diem rates in accordance with Board policy 3. below, for meals not provided.
 - Breakfast at \$10.00
 - Lunch at \$17.00
 - Dinner at \$23.00

3. Other Expenses

- 3.1 Criminal Record Checks will be paid for trustees.
- 3.2 Trustees may claim expenses for dependent care when attending required meetings and other events at a rate of \$50/meeting day in district and \$100/meeting or travel day out of district when an overnight stay is required or within district when an overnight stay is required.

4. Reimbursement

- 4.1. All claims must be submitted on the District Travel Expense Form within 30 days. At year-end, all claims must be submitted by June 30th.
- 4.2. Approval of claims will be the responsibility of the Secretary-Treasurer.