



Section One: Board of Education

“Together We Learn”

190 – TRUSTEE EXPENSES

Introduction

Trustees will be reimbursed, as outlined in this policy, for costs incurred in performing their duties.

In order to enable trustees to gain greater knowledge and experience relative to their responsibilities, the Board of Education supports their attendance at appropriate conventions, seminars and courses within the budget limitations established by the Board.

Trustees shall use the most practical and reasonable means available to minimize expenses.

1. Board Business

a) In-District Expenses

Each year a budget shall be set to cover in-district expenses.

The following expenses shall be covered by the one-third tax-free indemnity expense allowance:

- a) additional vehicle insurance;
- b) annual credit card fees and credit card interest.
- c) expenses related to the creation of a ‘home office’ (e.g. computers, utilities, maintenance, internet connection).

Actual reasonable costs for travel for in-district Board business may be claimed at the current BC School Trustees Association’s rate.

Trustees may request reimbursement for Board business telephone calls and meals for other people, when on official Board business. Where applicable, receipts are to be provided.

The school district will only provide office supplies to assist trustees directly in their duties (i.e. fax machines, phone line, school district e-mail account, paper, pens and date books).



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b) Conferences, Seminars, and Workshops

Each year, a budget shall be set for the costs of trustees attending the BC School Trustees Association (BCSTA) Annual General Meeting, the BC Public School Employers’ Association (BCPSEA) Annual General Meeting, the BCSTA Trustee Academies and BCSTA Branch meetings.

2. Trustee Personal Travel/Seminar Budget

- 2.1 A separate budget shall be set annually and each trustee shall be allocated 1/7 of this budget.
- 2.2 Within this budget allocation, trustees may each choose to attend the conferences, annual general meetings or seminars which they deem to be beneficial to their duties.
- 2.3 In the year of trustee elections, trustees will receive a maximum of 5/12 of their annual personal travel budget to November 30. The remaining 7/12 shall be retained for the new Board.
- 2.4 Trustees may carry forward, from year to year, a surplus in their travel budget, to a maximum of two year’s annual allocation, to enable them to attend distant conferences.
- 2.5 A trustee may carry forward, from year to year, a deficit in his/her travel budget, provided this is eliminated by the trustee on the completion of his/her term.
- 2.6 After attending conferences, seminars or workshops at Board expense, trustees shall submit a report to the Board, if requested.

**3. Travel Outside School District No. 23
(whether on Board business or using personal budget)**

- 3.1 The *per kilometre* reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable Revenue Canada rate.
- 3.2 All out-of-valley travel to destinations other than the Fraser Valley, Lower Mainland or Victoria will be reimbursed at the lowest airfare rate available at the time of travel when air transportation is available and practical.



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- 3.3 The amount to be reimbursed for automobile travel to the Fraser Valley and the Lower Mainland shall be set at the Board of Education's Annual General Meeting.
- 3.4 For purposes of this policy, the ‘Fraser Valley’ is defined as being within the boundaries of the following school districts:
- School District No. 33 (Chilliwack), School District No. 34 (Abbotsford), School District No. 75 (Mission) and School District No. 78 (Fraser-Cascade).
- 3.5 For purposes of this policy the ‘Lower Mainland’ is defined as being within the boundaries of the following school districts:
- School District No. 35 (Langley), School District No. 36 (Surrey), School District No. 37 (Delta), School District No. 38 (Richmond), School District No. 39 (Vancouver), School District No. 40 (New Westminister), School District No. 41 (Burnaby), School District No. 42 (Maple Ridge-Pitt Meadows), School District No. 43 (Coquitlam), School District No. 44 (North Vancouver), and School District No. 45 (West Vancouver).
- 3.6 Automobile travel to Victoria will be reimbursed at the rate to the Lower Mainland, plus the cost of ferries and local mileage.
- 3.7 Trustees may claim for taxis, parking fees, local mileage and airport improvement fees. Receipts are to be provided (except for local mileage).

Lodging

- 3.8 Accommodation may be claimed based on the ‘single’ rate of the convention hotel or on the standard government approved rate. Hotel charges such as valet service, personal telephone calls and in-room movies are the responsibility of the trustee.
- 3.9 If staying with a friend or relative, \$30.00 per night may be claimed without a receipt.
- 3.10 The cost of extra nights is the responsibility of the trustee.

Meals

- 3.11 For meals not covered by the convention fees, trustees may claim the BCSTA rate in effect at the time for actual meals.



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4. Payment of Expenses

- 4.1 Expenses must be submitted on a timely basis, preferably once a month. Only expenses submitted on the correct forms shall be considered.
- 4.2 With the exception of the annual retirement and Christmas functions, spousal expenses must receive prior approval by Board resolution.
- 4.3 Trustees may request an advance, the amount to be determined by Board resolution, for out-of-town business engagements of two or more days.
- 4.4 The Superintendent or designate shall scrutinize each trustee expense claim. The Board shall resolve any discrepancy in interpreting and applying this policy.

5. Expenses Paid by Outside Organizations

- 5.1 Trustees representing the Board at provincial meetings of the BCSTA Provincial Council or the BC Public Schools Employers’ Association Representative Council or serving on Ministry of Education committees will be compensated by those organizations in accordance with their expense policies.

Date Agreed: November 13, 2002

Date Amended: September 22, 2004, April 27, 2005, February 8, 2006

March 11, 2009

Related Documents: