



**Section Three: Staff**

*“Together We Learn”*

**370 – EXPENSES: AUTO AND TRAVEL**

**Introduction**

All staff will be reimbursed for expenses while travelling on school board business both within and outside of the Okanagan BCSTA Branch area.

**Policy**

1. The *per kilometer* reimbursement rate will be the same rate as determined by the BCSTA but shall not exceed the acceptable Revenue Canada rate.
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.
3. The amount to be reimbursed for automobile travel to the Fraser Valley and the Lower Mainland shall be reviewed when the per kilometre reimbursement rate is changed and will be adjusted as required. Changes will be forwarded as information to the Finance and Legal Committee.
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).
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 Westminster), 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).
6. Automobile travel to Victoria will be reimbursed at the rate to the Lower Mainland, plus the cost of ferries and local mileage.



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7. If the interior of an employee's personal vehicle is damaged while transporting students in an emergency or while on a district-approved activity, the employee may be reimbursed at the discretion of the Superintendent, or designate. Satisfactory proof and a complete statement of the incident must be filed with the Superintendent or designate without delay to enable reimbursement.
8. The Board of Education reserves the right to lease a vehicle for an exempt employee (i.e. non-union) where the personal vehicle usage for school district business is excessive (as determined by the Superintendent or designate).