

POLICY 6.30 EXPENSE REIMBURSEMENT

The Board believes that an adequate level of reimbursement should be provided for expenses incurred when trustees and staff participate in Board approved meetings, workshops and conferences.

The Board authorizes reimbursement for in-district and out-of-district activities in accordance with the British Columbia School Trustees Association (BCSTA) policy and rates for trustees, exempt and support staff, except for BCSTA dependant care costs. Teacher's expense reimbursement is in accordance with the Nicola Valley and Princeton District Teachers' Union Collective Agreement.

Guidelines

1. The Board expects that individuals traveling for district-related purposes will demonstrate fiscal responsibility similar to that of a prudent individual, ensuring a clear distinction between business-related and personal expenses.
2. All claims for expenses will be reimbursed upon submission of a properly completed and approved expense claim form, together with supporting receipts as required by the Secretary-Treasurer.