

- Policy Number: 725
 - Policy Name: Travel Expenses
 - Date of Revision: 2013 05 22
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Travel Expenses**Per Diem:**

Meal allowances are listed on the travel report form and based on the rates paid by the BCSTA.

Lodging:

All overnight accommodation is to be charged directly to School District #64, less any personal expenses. When this is not possible receipts and bills must be obtained to support any claim or allow employee to claim \$30.00 per evening instead of lodging at a hotel.

Travel Costs:

Actual amounts will be paid for transportation provided receipts or ticket stubs are submitted.

Incidental Expenses:

Parking, taxi fares, telephone calls, etc., on School Board business will be paid, provided a short description of the items is included. Receipts are required when available.

Compensation for Use of Private Vehicles:

- (a) Mileage costs are listed on the travel report form and based on the rates paid by the BCSTA.
- (b) Compensation for all other modes of transportation will be addressed on an individual basis prior to travel.
- (c) Compensation for the additional premium cost of “business purpose” car insurance will be addressed on an individual basis.
- (d) It is the responsibility of all employees, who use their vehicles on school business to carry adequate third party liability insurance of at least \$1,000,000.
- (e) Any claims for mileage will require a submission on the travel report form or on a leave of absence form; whichever is applicable, providing details and authority for the claim.