



**SCHOOL DISTRICT NO. 64**

**POLICY 6500  
Travel Expenses**

*"Inspire learners, Integrate sustainability,  
Involve community"*

---

---

Section: Facilities and Finances

Dates of Revisions: September 11, 2013

Date of Adoption and

Resolution Number: June 13, 2018 -76/18

---

**Rationale:**

*The School District No. 64 Board of Education recognizes individuals may be required to travel while carrying out School District business, and believes that no person should be out-of-pocket for traveling costs incurred while conducting the business for the Board.*

**Policy:**

The Board of Education directs that those travelling on authorised Board of Education business:

- a. obtain prior approval of the anticipated travel costs
- b. use discretion and good judgement in the expenditure of School District funds, and give the same care as if the expenses were for the person's own account;
- c. be compensated at board-approved rates for approved expenses incurred;
- d. receive expense account advances upon request.