

SCHOOL DISTRICT 54
(Bulkley Valley)
ADMINISTRATIVE PROCEDURES

TRAVEL EXPENSES
(Board Policy 11.310)

REGULATIONS

Per Diem

A maximum per diem of \$80.00 will be provided for meals not supplied by conference or other hosts at the following rates:

Breakfast	-	\$20.00
Lunch	-	\$25.00
Dinner	-	\$35.00

Mileage (within 400 km radius)

Mileage costs associated with the approved use of a personal vehicle will be reimbursed at rates established and amended from time to time by the BCSTA.

Mileage costs (greater than 400 km radius)

Mileage costs associated with the approved use of a personal vehicle to and from destinations exceeding a 400 km radius will be reimbursed at a rate of one-half the mileage rate set for within 400 km radius or the equivalent airfare costs only, whichever is lowest.

Hotel

Room rental costs at sponsoring hotels/venues will be reimbursed at the actual rate. Surcharges for in-room expenses (food, entertainment, liquor) will not be reimbursed and are the responsibility of the individual.

Where no business receipt may be received from a non-sponsored hotel, a per diem of \$50 may be authorized as a private stay. Prior approval is required from the Superintendent or Secretary Treasurer for hotel room rental costs at non-sponsoring hotels, private residences or other venues.

Tipping

Tipping costs associated with District travel may not exceed 20%.

Vehicle Rental

Prior approval is required from the Secretary Treasurer for costs associated with any vehicle rental.

Other

Other reasonable expenses as approved by the Superintendent and/or the Secretary Treasurer.

Amended February 28, 2023
Amended: March 12, 2019