

# BCSTA's Policy on Travel Expenses

Generally, all expenses are paid by the claimant at the time incurred. The claimant then submits an expense claim form, **with original receipts\***, to the Association for reimbursement. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit expense form within one week after expenses are incurred.

\*Note: toll and bus fare receipts are not required

## **NOTE: EXPENSE CLAIMS SUBMITTED MORE THAN SIX MONTHS AFTER EXPENSES ARE INCURRED WILL NOT BE PROCESSED.**

When filling in the expense claim form, please note the following:

1. **TRAVEL COSTS** – Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and, with the exception of toll and bus fare receipts, attach all invoices, receipts and/or ticket stubs. Air travel is limited to the lowest possible fare. Where flight changes and/or cancellations may be required, "Flex" fare options may provide the most cost-effective alternative. BCSTA is not responsible for luggage in excess of one checked bag and is not responsible for seat selection fees.
2. **MILEAGE COSTS** – Claim \$0.54/km for private automobile costs. Mileage reimbursement is calculated as the number of kilometers measured from point of origin to destination. Measurements for the return trip will be similarly calculated. Where a discrepancy exists, mileage will be paid in accordance with the lowest mileage determined by mapping software used by BCSTA staff. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.
3. **HOTEL** – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$30.00 per night. BCSTA will not be responsible for accommodation that exceeds the minimum required to conduct business on behalf of the Association.
4. **MEALS** – Claim \$50.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$10.00 for breakfast, \$17.00 for lunch, \$23.00 for dinner. Where charges for taxes or service result in the daily amount expended exceeding the per diem, the additional amount will be reimbursed upon submission of receipts.
5. **CHILD CARE COSTS** – Claim to a maximum of \$50/day upon submission of receipts. This applies to staff required to work outside of normal working hours and to trustees serving on BCSTA governance bodies.
6. **OTHER EXPENSES** – Claim expenditures made necessary by being away from home in the performance of duties on behalf BCSTA, such as internet or long distance charges.

**PLEASE NOTE: The Association will reimburse only expenses listed in items 1 through 6, above.**

For each expense item listed, please clearly identify the PURPOSE of each expense. For instance, attendance at a specific standing or ad hoc committee meeting, Provincial Council, etc.



British Columbia  
School Trustees  
Association

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