

Board of Directors Policy

Date of amendment: April 26, 2023
June 22, 2012
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BCPSEA Board and Trustee Representative Expenses

Summary

BCPSEA will cover some or all of the costs of BCPSEA Board members and Trustee Representatives to attend a BCPSEA meeting required for governance or other representational purposes. Expenses associated with other BCPSEA meetings and events not required for governance (for example, professional learning events for Trustee Representatives) are the responsibility of the attendee/respective board of education.

Policy details

BCPSEA will cover some or all of the costs of BCPSEA Board members and Trustee Representatives to attend a BCPSEA meeting required for governance or other representational purposes.

Travel to and from an event

- 1.1 An individual shall select the most common or appropriate mode of travel.

Where a question of transportation alternatives is involved, individuals should select the most appropriate alternative keeping in mind their own time constraints and other factors such as weather, length of meeting, etc.

- 1.2 Private car

The mileage rate for use of a private vehicle on BCPSEA business is the CRA reasonable per-kilometre allowance rate. Parking fees are reimbursed. Individuals who choose to use their private car when another means of transportation is more appropriate will be reimbursed to the limits of the cost of the appropriate means of transportation.

1.3 Taxi/Ride Share

Individuals are permitted to claim taxi/ride share fares for transfers between the airport and hotel, and between the designated hotel and meeting location.

1.4 Rental car

The use of a rental car for Association business purposes is permitted.

The use of a rental car is permitted where the cost of the rental car is less expensive than the cost of taxis/ride share for the same distances.

An individual may not claim for both the cost of a rental car and taxis/ride share for the same event/activities.

1.5 Air travel

Individuals should endeavour to obtain the least expensive airfare.

Meals allowance

BCPSEA will endeavor to provide meals during the meeting.

BCPSEA will pay a per diem rate for meals not provided during the meeting. The per diem rate is the Government of BC travel meal per diem allowance.

Attendees are responsible for all other meals taking place outside of the meeting.

Hotel accommodation

BCPSEA shall determine the hotel to be used for accommodating out of town attendees, based on the following principles:

- a. proximity to the meeting
- b. price
- c. comfort for guests

If an individual wishes to stay in a hotel other than the one selected by BCPSEA, the maximum rate allowable for claim must be the approved rate under the BC Government Business Travel Accommodation Listing (<http://csa.pss.gov.bc.ca/businessstravel/>). Please request the Single Government Rate when booking.

Attendees should arrive and depart as close to event start and end dates as possible.

Private accommodation

Private accommodation shall be reimbursed at the Government of BC's private accommodation allowance rate.