

REGULATION #4410.1

TRAVEL EXPENSE REIMBURSEMENT – LOCAL TRAVEL

1. LOCAL TRAVEL

- 1.1. Local travel is deemed to be any authorized travel within the Metro Vancouver and Fraser Valley and does not require completion of an Application for Travel form.
- 1.2. Travel Expense Claim forms must be submitted monthly, for approval and payment. Claims in excess of 90 days of month end will not be paid. A separate claim form is to be submitted for each calendar month to facilitate claims record keeping and insurance analysis.

2. SCHEDULE OF REIMBURSEMENTS

2.1. Personal Vehicle

The use of a personal vehicle for business purposes will be reimbursed based upon the distance driven at the current per-kilometer rate, unless otherwise restricted by an employee contract.

2.2. “Business Use” Insurance

Employees may be reimbursed for any additional cost for carrying “business use” insurance, in accordance with [Regulation #4410.3 – Insurance Aspects of Employee Travel](#), Section 2.

2.3. “Business” Vehicle Vandalism Expenses

Where an employee’s or trustee’s vehicle has been vandalized by a student at the employee’s workplace, during his/her work or at an approved school function, reimbursement may be provided in accordance with [Regulation #4410.3](#), Section 5.

2.4. Meals

Cost of meals will be reimbursed at the per diem rate and with the restrictions set out in [Policy #4410 – Travel Expense Reimbursement](#).

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2.5. Parking

Parking will be reimbursed for actual costs. Receipts are required for costs over \$20.

2.6. Public Transportation

Public transportation will be reimbursed for actual costs. Receipts are required for costs over \$20.

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