

**TRAVEL EXPENSE REIMBURSEMENT—CISPG**Policy and Procedures 210

Rationale

To compensate travel costs of those commissioned by CISPG to complete designated tasks.

Policy

Those commissioned and approved by the Superintendent shall be reimbursed for reasonable out of pocket expenses incurred when travelling and working on CISPG business.

Note: School Councils **may** develop their own Local Policy for travel expenses.

Procedures

1. Reimbursement rates shall be established by the CISPG Board of Directors.
2. Travel claims and advances must be approved by the Superintendent and the Superintendent of Schools' claim must be approved by the Treasurer of the CISPG Board. School Council expenses are approved by the Council Treasurer.
3. Claims shall be submitted on the Travel Expense Form (available under Forms on CISPG webpage) with receipts for accommodation, hospitality, car rental, airport/hotel parking, air travel and ground transportation. The cost of meals is reimbursed according to a *per diem* rate.
4. Advances may be approved.

Travel Expenses**1. Accommodations**

When a representative is required to travel on CISPG business and overnight accommodation is necessary, the recovery of costs may be claimed as outlined on the approved rate schedule.

2. Meals and Incidentals

Day of departure

- To claim breakfast – depart from home/work before 7:00 am
- To claim lunch – depart from home/work before 11:00 am
- To claim dinner – depart from home/work before 6:00 pm

On day of return

- To claim breakfast – arrive at home/work after 7:00 am
- To claim lunch – arrive at home/work after 12:00 noon
- To claim dinner – arrive at home/work after 7:00 pm

A claim for incidental expenses as outlined in the approved schedule will be paid for each night that the representative claims overnight accommodation.

3. Travel

The most economical mode of transportation shall be used, unless otherwise approved by the Superintendent. Automobile rental may be approved subject to pre-authorization by the Superintendent.

4. Vehicle

When private vehicles are used, compensation will be based on map distances in the schedule of rates. Ferry costs and tollbooth charges are costs that require a receipt.

When private vehicles are used in lieu of air transportation, meals and accommodation *en route* will be paid for one 24-hour period.

5. Hospitality Expenses and Meeting Costs

Hospitality is the responsibility of the Superintendent. Hospitality is used on occasion and with discretion. Receipts are submitted as usual for the review and approval by the Treasurer.

6. Approvals

All receipts are required for accommodation, car rental, airport/hotel parking, air travel, and ground transportation.

In the absence of receipts for meals and/or ground transportation, approved rates will apply.

| | |
|--------------------|--------------------------|
| References: | Date: August 2023 |
| | Revisions: |

Within the Diocese

\$.53/KM

| Destination | KM/Round Trip | .53 |
|--------------------|----------------------|---------------|
| Burns Lake | 458 | 242.74 |
| Dawson Creek | 806 | 427.18 |
| Fraser Lake | 300 | 159.00 |
| Fort St. John | 952 | 504.56 |
| Hazelton | 884 | 468.52 |
| Houston | 620 | 328.60 |
| Kitimat | 1270 | 673.10 |
| Prince Rupert | 1446 | 766.38 |
| Smithers | 748 | 396.44 |
| Terrace | 1150 | 609.50 |
| Vanderhoof | 200 | 106.00 |

Destination Outside of the Diocese

\$.53/KM

| Destination | KM One Way Trip | .53 | KM Round Trip | \$.53/KM |
|--------------------|------------------------|---------------|----------------------|------------------|
| Calgary | 793 | 420.29 | 1,586 | 840.58 |
| Edmonton | 738 | 391.14 | 1,476 | 782.28 |
| Kamloops | 529 | 280.37 | 1,058 | 560.74 |
| Kelowna | 692 | 366.76 | 1,384 | 733.52 |
| Penticton | 751 | 398.03 | 1,502 | 796.06 |
| Quesnel | 123 | 65.19 | 246 | 130.38 |
| Seattle | 902 | 478.06 | 1,804 | 956.12 |
| Vancouver | 798 | 422.94 | 1,596 | 845.88 |
| Vernon | 645 | 341.85 | 1,290 | 683.70 |
| Victoria | 829 | 439.37 | 1,658 | 878.74 |
| Williams Lake | 240 | 127.20 | 480 | 254.40 |

NOTE:

Travel out of the Diocese: Where economy airfare plus ground transportation are cheaper than the approved rates for personal vehicle travel the representative or director shall be reimbursed the lower of the two sums if a personal vehicle is used. This will be based on a 10-day advance booking rate for air fare.

Schedule of Approved Rates

| Meals | | Max without Receipt | Max with Receipted |
|--------------------|---------------|----------------------------|---------------------------|
| | Each full day | \$56.00 | \$67.00 |
| | | | |
| | Partial days | | |
| | Breakfast | 13.00 | 15.00 |
| | Lunch | 17.00 | 20.00 |
| | Dinner | 26.00 | 32.00 |
| | | | |
| Incidentals | | Max \$10.00 | |
| | | | |

Accommodation

1. by receipt only
2. private accommodation \$ 25.00/day

Vehicle Expenses \$.53/km

Ground Transportation

- Without receipts a maximum of \$15.00/round trip
- Parking by receipt only

Receipts presented for reimbursement will be honoured only to the maximum allowable amount including taxes.