TRAVEL EXPENSE REIMBURSEMENT—CISPG

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 mileage rates shall be based on the CRA rates published for BC.

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 on the CISPG webpage) with receipts for accommodation, hospitality, car rental, airport/hotel parking, air travel and ground transportation.

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 by receipts provided with expense claim.

2. **Meals**
   Claimed by providing complete receipts that include GST paid and any gratuity given with expense claim.

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 google map distances from start point to destination location. Ferry costs and tollbooth charges are costs that require a receipt.

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, meals, car rental, airport/hotel parking, air travel, and ground transportation.

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.

References:	***Date:*** August 2023
	Revisions: