

# **Travel and Subsistence Allowance Policy**

## **7120 | Travel and Subsistence Allowance Policy**

Date Approved: September 11 2012

Date Amended: December 12 2017

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### **RATIONALE/PURPOSE**

The Board of Education recognizes that there is value in having trustees and employees travel to and participate in local and provincial programs or events that are relevant to their responsibilities.

### **POLICY**

Trustees and authorized personnel will be reimbursed for travel and associated costs in accordance with the regulations to this policy. The regulations will also provide for reimbursement for the use of personal vehicles on school district business.

### **TRUSTEE TRAVEL**

The Board of Education recognizes that all trustees will normally travel to three events:

- BCSTA Annual General Meeting
- BCSTA Academy
- Fall BCSTA Northwest Branch Meeting

Board representatives to BCSTA Provincial Council and BCPSEA also travel. Travel costs for these events are reimbursed by BCSTA and BCPSEA respectively.

Trustees proposing to travel to events other than those listed above will bring their requests to a meeting of the Board of Education for consideration.

### **REFERENCE:**

**7120-10 – Travel and Subsistence Allowance Regulation**

**7120-20 – Travel and Subsistence Allowance – Approvals Regulation**

**7120-30 – Car Allowances Regulation**