



602.9AP Staff Travel & Expense

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CROSS REFERENCE:

- [602BP Financial Matters](#)
 - [602.9AP Exhibit 1 Staff Travel and Expense - Claim Form](#)
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PROCEDURES:

1. General

- All employees are expected to use a BTPS purchasing card for travel expenses, with the exception of meals, where feasible. In cases where the purchasing card is not accepted the employee will claim the actual expense and attach the original expense receipt.
- All claims must be submitted in a timely manner.

2. Air Travel

- Flight cancellation insurance (claimable for documented health reasons) is an allowable expense. Travel accident, life insurance and health care insurance will not be reimbursed.
- Flights and other travel arrangements for spouses must be booked on a personal account and Buffalo Trail purchasing cards are not to be used for this purpose.

3. Private Auto Travel

- When travelling in a private vehicle on division business only one person may claim the mileage for any one trip. Accompanying passengers may not claim mileage or any equivalent expenses.
- When travelling in a private vehicle to a meeting or other division activity from your place of residence, in the same town, (not your school location) The in-town transportation rate as set by the Board in BP101 applies.

4. Vehicle Rental

- When renting a vehicle on division business rent only passenger-type or light commercial vehicles (cars, light trucks, passenger vans).

- When renting a vehicle for division business purchase collision damage waiver insurance unless you are covered by some other insurance.
5. Parking
- Parking is a reimbursable expense paid at actual cost (receipt required).
6. Public Transportation
- Public transportation is a reimbursable expense paid at actual cost (receipt required).
7. Hotel Accommodation
- Hotels should be in a moderate price range with reasonable comfort and good locations. For most conferences the conference hotels are the preferred choice.
 - Accommodation for one night before, together with the duration of the conference and, when needed, one night after the conference are acceptable.
8. Travel Packages
- An overall travel package that includes airfare and hotel is acceptable if the price is more economical.
9. Meals
- Meal expenses are reimbursable for the following dollar amounts: \$10 for breakfast, \$15 for lunch and \$25 for supper. Receipts will not be required. Alcohol is not a reimbursable expense at any time.
 - If a meal is provided as part of a conference registration or provided complementary by another party, then do not claim for this meal expense.
10. Spousal Attendance at Conferences
- At the time of registration for a conference, costs for spousal attendance including meal packages or activities as part of the conference are to be paid to the division by attaching a personal cheque for the appropriate amount.