

## EXPENSE CLAIM FORM

<b>Name of Claimant:</b>	<b>Email:</b>	<b>Date Submitted:</b>
<b>Reason for Expenses:</b>		<b>Date of Meetings:</b>
<b>Traveled From:</b>		<b>Traveled To:</b>

Date Of Expense	Destination To/From	Travel Air, ferry, taxi, etc.	Mileage \$0.68/km _____/km	Lodging	Meals			Total Meals daily max. \$55	Miscellaneous (registration, supplies, etc.)		TOTAL
					B \$15	L \$15	D \$25		Description	Cost	
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
											\$
<b>TOTALS</b>		\$	\$	\$				\$		\$	\$

<b>PAYMENT</b> Expenses to be split between Claimant and School District?	<b>YES</b>	<b>NO</b>	<b>TOTAL EXPENSES</b>	\$
--	------------	-----------	-----------------------	----

PLEASE ATTACH ALL RECEIPTS REQUIRED

Amount payable to School District: \$ \_\_\_\_\_ S.D. # \_\_\_\_\_ Full Mailing Address: \_\_\_\_\_

City, PC: \_\_\_\_\_

Amount payable to Claimant: \$ \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

City, PC \_\_\_\_\_

Signature of Claimant \_\_\_\_\_

Please mail your completed Expense Claim Form **WITH RECEIPTS** to:  
BC School Superintendents Association  
Suite 208 - 1118 Homer Street Vancouver, BC V6B 6L5  
Or **scan and email** form **AND** receipts to  
accounting@bcssa.org

## Administrative Procedures for BCSSA Policy for Reimbursement of Expenses

In accordance with the BCSSA Policy that articulates the Reimbursement of Expenses, BCSSA recognizes the operational need for members to be reimbursed for out-of-pocket expenses incurred during the fulfilment of their sanctioned role and responsibilities related to service to the Association. The following guidelines outline procedures for members who seek reimbursement. BCSSA staff are also subject to the same requirements where applicable.

The following basic principles guide BCSSA remuneration practices:

- The Board believes that the participation on the Board of Directors, a committee, or working group is one of service to BCSSA and acknowledges that in serving their Association, personal expense is incurred.
- Remuneration must be transparent, fair, and accountable.
- Remuneration rates should be reviewed annually and should align with Canada Revenue Agency guidelines.
- Expenses chargeable to other organizations should be deducted prior to submitting the claim to BCSSA.
- All claims must be submitted via the BCSSA Expense Claim Form within 90 days of incurring the expense(s).
- Receipts are required for all expenses except mileage and per Diem meals and must accompany the Expense Form.
- Service gratuities will not be reimbursed.
- Meals
  - Compensation for meals shall be provided when an Association member is away from their usual place of work over a normal mealtime.
  - Where travel is for a partial day, only meals that are applicable to that portion of the day spent on travel status are claimed.
  - The per diem compensation for meals is a total of \$55, broken down as follows (receipts for meals are not required):

▪ Breakfast	\$15
▪ Lunch	\$15
▪ Dinner	\$25
- Compensation will not be available when a meal is provided at the function attended.
- Travel
  - Association members will be reimbursed for the cost of economy airfare. Receipt(s) required.
  - Association members will be reimbursed at a per kilometer rate in accordance with current Canada Revenue Agency annual guidelines for the use of a private vehicle on Association business.
  - When the cost of economy airfare is less than what would be reimbursement for driving, the member will be reimbursed the economy airfare cost.
  - For air travel, BCSSA is not responsible for luggage in excess of one checked bag or seat selection fees.
  - Association members will be reimbursed for other travel-related expenses such as taxis, parking, ground transportation, bus, train, rental vehicles, ferry costs, etc.

- Accommodation
  - For in-person meetings outside of the major in person Association gatherings, hotel rooms will be reimbursed by the Association in accordance with the pre-arranged rate.
  - When an Association member makes alternative hotel arrangements, they will be reimbursed at the pre-arranged or lesser rate.
  - Where an Association member (on approved BCSSA business) lodges at a private residence, they may claim reimbursement of \$30 per night.
  
- Other Expenses
  - Association members on approved BCSSA business will be reimbursed for other out-of-pocket expenses such as the purchase of supplies and other miscellaneous expenses upon prior approval of the Executive Director.
  - The President and the Chairperson of a BCSSA committee or working group may host group meals with prior approval from the Executive Director. Per diem guidelines should be followed whenever possible.