

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**228
POLICY
Trustee Expenses**

Execution of Board responsibilities requires that trustees remain informed and continually develop their skills. Trustees are encouraged to attend seminars, conferences or workshops which are related to their tasks.

The Board shall include funds in the annual governance budget to cover expenses as identified in the following guidelines:

1. Trustees are allocated an annual budget account of \$2,500 for attendance at professional development opportunities.
2. If trustees elected by the Board as provincial representatives to BCSTA or BCPSEA incur travel expenses not covered by BCSTA or BCPSEA, those expenses shall be reimbursed under a separate budget line.
3. Trustees shall submit out of district expenses incurred during the course of their trustee responsibilities and authorized in-district expenses using the school district expense claim form. Authorized in-district expenses refer to things like, but are not limited to, trustee liaison representatives charging for lunch meetings with their partner groups.
4. For out-of-district trips, the maximum car travel reimbursement will equal the economy class airfare for the equivalent trip. Reimbursement of actual costs of ferries, buses or taxis will be based upon receipts submitted. Air travel shall be by economy class. All purchase bonuses, or other gifts of purchase, are the property of the school district.
5. Trustees are responsible for their own medical and any additional travel insurance coverage.
6. If a meal or meals are included in a conference package or are pre-paid in some other manner, those meals shall be deducted from the per diem.
7. The Board will only reimburse travel costs and hotel lodging for the trustee.

Cross Refs: Policy 428, Administrative Regulation 428.1, Remuneration Policy

Adopted: January 22, 1991

Reviewed:

Revised: November 13, 2001, January 15, 2008, December 16, 2008, March 23, 2010

8. Cost of alcohol will not be reimbursed.
9. Expense accounts shall be submitted to the appropriate supervisor for signature. The accounting department will then adjudicate and if there are any discrepancies shall bring that information to the appropriate supervisor for review.
10. For the purposes of authorization of expenses the Board Chair is considered the supervisor for all trustees. The Board Vice Chair is considered the supervisor of the Board Chair.