

The Board of Education, School District No. 48 (Sea to Sky), believes that trustees should be reimbursed for expenses incurred while fulfilling the duties of a trustee. Such duties may include attending conventions, meetings, seminars and other work authorized by the Board.

Travel & Communication Expenses**1. Travel Expenses****1.1 Travel costs**

- Air, train, bus, rental car, ferry, taxis - receipts or ticket stubs are required
- Parking, if applicable - receipts are required
- Air travel - limited to economy class

1.2 Mileage costs

- May be claimed at the rate specified in Policy No. 404.2, Refund of Travel and Other Expenses.
- If in lieu of air travel, it is limited to the cost of economy air fare between points travelled, when air transportation is available and practical.
- Mileage to and from Regular and Special Board meetings (2 per month for 10 months) is considered to be included in the non taxable 1/3 portion of the trustee indemnity (See Policy 205.3) and therefore no mileage is paid for this travel.

1.3 Hotel

- May claim the actual cost of the hotel less any personal items charged.

1.4 Meals

- Reimbursement based on the current British Columbia School Trustees Association rates
- Meals for guests of the Board while on School Board business also to be reimbursed on the BCSTA rates

2. Telephone and Facsimile Expenses

2.1 Telephone and facsimile costs incurred by trustees with respect to Board matters shall be reimbursed.

2.2 Telephone and facsimile bills or a copy shall be submitted with the request for reimbursement.

3. Reimbursement Procedures

3.1 Reimbursement claims should be submitted in a timely manner, preferably on a quarterly basis.

3.2 Trustees will be provided with a monthly balance by quarter of expenses incurred.

Trustee Inservice Expenses

The Board of Education, School District No. 48 (Sea to Sky), believes that trustees should avail themselves of opportunities for personal professional growth.

1. Selection and Approval
 - 1.1 Trustees shall complete the form "Trustee's Attendance at Seminars/Conventions".
 - 1.2 The form shall be submitted to the Executive Assistant at least two weeks prior to the event.
 - 1.3 Prior approval by the Chairperson of the Board is required.
2. Budget Provision
 - 2.1 A specific budget provision for Trustee Professional Development shall be considered on an annual basis when the School District Operating Budget is developed.
3. Reimbursement of Expenses
 - 3.1 Registration fees shall be paid by the district.
 - 3.2 Travel expenses shall be reimbursed according to *Policy No. 205.4 Trustee Expenses*.
4. Expectation to Share
 - 4.1 It is expected that trustees who attend such seminars or conventions will provide a written report to the Board within one month of attending the workshop/conference.

Trustee Recognition

The Board of Education, School District No. 48 (Sea to Sky), believes that trustees should be recognized for their service as a Board member. Special recognition will be given for length of service.

1. Length of Service Recognition
 - 1.1 Recognition pins will be presented to recognize service after the completion of 5 years, and every 5 years thereafter, for long term service to the School District.
2. Social Event for Recognition
 - 2.1 Trustee service will be recognized at a social event which may also recognize employee service.

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