



BC ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Policy on Expenses

Executive expenses incurred on behalf of the Association are to be reasonable in nature and approved by the Executive on a regular basis.

As a general rule, all expenses are to be paid by the claimant at the time incurred and not charged to the Association.

When filling in the form, please note the following:

1. TRAVEL COSTS

Claim amounts paid for transportation (plane, train, bus, rental car) and attach all bills, receipts or ticket stubs. Air travel limited to economy class.

2. PRIVATE AUTO COSTS (KM's)

Claim as per CRA current rate per kilometer. The maximum claim amount is limited to the cost of economy airfare between points travelled, when air transportation is available and practical.

3. PER DIEM MEAL COSTS

Appropriate meal expenses: \$12.00 for breakfast, \$18.00 for lunch and \$25.00 for dinner.

4. ACCOMMODATION

Claim the actual cost of the hotel/motel less any personal items charged. If staying with friends or family, claim \$30.00 per night.

5. OTHER EXPENSES

Claim amounts paid for airport limousines, taxis, shuttles, ferry, highway toll, parking, telephone call on BCASBO business, office supplies, etc. with short description of each item under description column. Also include the meals paid for on behalf of other people and note the purpose in this column.

6. SUBMIT EXPENSE CLAIM

Submit completed form to BCASBO Executive Director for reimbursement.

Effective: January 2024