

Policy on Expenses – BCSTA

As a general rule, all expenses are to be paid by the claimant at the time incurred and not charged to the Association. Exceptions are items charged to the Association by a credit card provided by the Association or by arrangement made by BCSTA for hotels to bill BCSTA directly for room, taxes and parking. Please attach all receipts. For expenses charged directly to BCSTA, please attach receipts but do not claim. To ensure prompt and efficient processing, please submit expense form within one week after expenses are incurred. **EXPENSE CLAIMS SUBMITTED MORE THAN SIX MONTHS AFTER EXPENSES ARE INCURRED WILL NOT BE PROCESSED.**

When filling in the form, please note the following:

1. **TRAVEL COSTS** – Claim amounts paid for transportation (plane, train, bus, ferry, taxi, parking) and attach all bills, receipts or ticket stubs. Air travel is limited to economy class.
2. **MILEAGE COSTS** – Claim \$0.52/km for private automobile costs. The maximum amount claimable is limited to the cost of economy airfare between points traveled, when air travel is available and practical.
3. **HOTEL** – Claim the actual cost of the hotel/motel, less any personal items charged. If staying with friends, claim \$20.00 per night.
4. **MEALS** – Claim \$50.00 per full day on BCSTA business. Where meals are provided by the association, deductions shall be at the following rates: \$10.00 for breakfast, \$17.00 for lunch, \$23.00 for dinner.
5. **OTHER EXPENSES** – Claims in this category are limited to reimbursement of child care costs for trustees serving on BCSTA governance committees and items purchased on behalf of the Association by the Board of Directors and staff. Reimbursement of child care costs is limited to \$50/day and receipts are required. Examples of Board purchases include toner cartridges and long distance charges relating directly to BCSTA business. Staff purchases require prior approval.

PLEASE NOTE: The Association will reimburse only expenses listed in items 1 through 5, above.

PROGRAM ACCOUNT NUMBERS

The following is a list of commonly used account numbers. On the reverse side for each expense item, please identify the PURPOSE of each expense clearly by using appropriate account numbers. If in doubt of the correct account number, please describe in words the activity you attended.

PROGRAM A – CORE SERVICES

A1 – Advocacy

AGM	5300
Provincial Council	5325
Board of Directors	5350
Finance Committee	5375
Aboriginal Education Committee	5425
Branch Support	5450
CSBA	5475
Advocacy-General	5500
Advocacy-Emergent Issues	5550

A2 – Education and Training

Publications.....	6025
In-District Services	6075
December Academy.....	6300
Education Committee	5400

A3 – Legal & Policy Services

Legal Counsel	6100
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British Columbia
School Trustees
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