



# **ERAC EXPENSE CLAIM GUIDELINES**

## ***SECTION 1: GENERAL***

### **PAYMENT OF EXPENSES**

All expenses are to be paid by the person traveling, and then claimed on the ERAC EXPENSE CLAIM FORM.

### **SUBMISSION OF EXPENSE CLAIM FORMS**

Your completed form with all original receipts attached should be sent to:

ERAC

Attention: Barb Hyde

2<sup>nd</sup> Floor, 1580 West Broadway, Vancouver, BC V6J 5K8

### **GOVERNMENT RATES**

All district staff participating in ERAC approved initiatives should be eligible as school district employees for the Provincial Government rates when staying at hotels. Vendors may request proof of your employment status or confirmation that this is an ERAC event. For assurance of your employment status or confirmation that this is an ERAC event please contact Barb Hyde at 604.713.5920.

### **PROPER RECEIPTS**

Original, detailed receipts must be provided showing a complete breakdown of charges including taxes, tips, etc. Credit Card Slips or monthly statements showing totals only ARE NOT ACCEPTED.

## ***SECTION 2: TRANSPORTATION***

### **TRAVEL ARRANGEMENTS**

Claimants are to make all travel arrangements, booking the most economical fare or method of travel. The Airport Improvement Fee is an allowable expense and can be claimed in the miscellaneous section if it does not show on your ticket. A passenger copy of the air ticket or itinerary must be submitted with expenses.

Receipts are required for taxi use regardless of amount.

Car rentals will only be supported by ERAC on an exceptional basis and only if prior approval is obtained from the ERAC Executive Director.

### **USE OF PERSONAL VEHICLE**

If you use your own car for travel on ERAC business, you may claim a mileage allowance of: \$ .52/km. This rate includes consideration for gas and any increased insurance required for business use.

## ***SECTION 3: MEALS***

### **CLAIMS FOR MEALS**

Meal expenses will be reimbursed when you are required to travel more than 32 kilometers (one way) from your place of residence over a meal period and where meals are not provided. No receipts are required in order to claim travel meal allowances.

## **MEAL ALLOWANCES**

Rates are to be adjusted to compensate for meals provided at the event being attended or partial day meal expenses. Claim only for the meals you required as follows:

Breakfast: \$10.00

When travel begins before 7:00 am. OR travel terminates after 7:00 am.

Lunch: \$15.00

When travel begins before 12:00 noon OR travel terminates after 12:00 noon.

Dinner: \$25.00

When travel begins before 6:00 pm. OR travel terminates after 6:00 pm.

## **SUBMITTING A MEAL WHICH EXCEEDS THE RATE**

Meals exceeding the rate or including people other than claimant must be entered in the OTHER line under Meals. On a separate piece of paper attach the receipt, reason for expense and number of people involved and attach to the EXPENSE CLAIM FORM.

## **SECTION 4: ACCOMMODATIONS**

### **ACCOMMODATION EXPENSES**

When participants need to travel the day prior to the meeting and stay over night to be able to attend an ERAC sponsored event then ERAC will pay for accommodations at outlined below. The expectation when ERAC provides travel and accommodation costs is that participants will make travel arrangements so that they can fully participate through to the end of the event.

### **ACCOMMODATION BOOKING**

Claimants are expected to make their own arrangements for overnight accommodation. All individuals traveling on ERAC approved initiatives are eligible for the Provincial Government rate staying at hotels. Vendors may request proof of eligibility that you are a school district employee. The rate threshold is based on the Ministry's Accommodation Listing. This rate threshold is not to be exceeded. Claimants are also expected to stay at a mid range hotel offering the current Ministry rate.

Reimbursement of \$30.00 per day may be claimed for private accommodation.

## **SECTION 5: MISCELLANEOUS EXPENSES**

### **PHONES CALLS**

**Business Telephone Calls:** The cost of business telephone calls will be reimbursed. Enter the cost in Miscellaneous Expense.

**Personal Telephone Calls:** You may charge one five minute call to your home each night you are required to be away on ERAC business. Receipts are required.

**Personal Internet Use:** Claiming personal internet charges is excluded.

All other miscellaneous and reasonable expenses incurred to complete the assigned project will be reimbursed if the original receipt is supplied. If in doubt about a pending expense, ask for clarification from ERAC office.