

**Regulation No.** 7120-30A  
**Date Approved:** September 11, 2012  
**Date Amended:** 1-Jan-2023, 1-Jul-2023, 1-Jan-2024, 1-Jul-2024, 1-Jan-2025

**7120-30A Car Allowances**



**INVOICE FOR CAR ALLOWANCE  
While on School Board Business**

**Please complete and submit as soon as possible after the end of each month**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**ALLOWANCE**

Teachers – 0.66/km (July 1, 2024) \_\_\_\_\_

All Other Employees – 0.72/km (Jan.1, 2025) \_\_\_\_\_

**CLAIM:** \$ \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**I hereby certify that the mileage claimed is the true mileage necessary to perform my duties as an employee of School District No. 52 (Prince Rupert)**

ACCOUNT CODE \_\_\_\_\_

VENDOR CODE (Home Phone) \_\_\_\_\_

Authorized by:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

## 7120-30 Car Allowances

### 1.0 Eligibility:

1.1 The Board will pay a car allowance to authorized employees who regularly use their personal vehicles on Board business.

### 2.0 Procedures:

2.1 The car allowance, subject to Sections 2.2 and 2.3 below, will be paid on actual kilometres driven at the following rates:

2.1.1 For teachers, at the rate set in the collective agreement; and

2.1.2 For trustees and all other employees, at the rate set by the BC School Trustees Association.

2.2 The maximum allowance payable will be \$280.00 per month for travel within the district.

2.3 A record of mileage must be kept on a daily basis and the record should be available for inspection.

2.4 A claim invoice must be submitted on the form attached to this regulation. The claim form should be submitted each month, but may be submitted quarterly or semi-annually. **Claim forms from a previous budget year will not be accepted.**

2.5 Employees whose travel on Board business exceeds 200 km per month, and who do not wish to record kilometres and claim under Section 2.1 above, can elect to receive a monthly allowance of **\$133.20**. This allowance will be added to their regular pay cheque and will be a taxable benefit.

### 3.0 Insurance:

3.1 Third Party Liability in the amount of \$2,000,000 must be carried for all vehicles used by employees in the performance of their duties.

3.2 The incremental cost of additional insurance to:

3.2.1 Increase the Third Party Liability to \$2,000,000, and/or

3.2.2 Change the ICBC insurance coverage to Class 007

will be paid by the Board once each year when submitted on the appropriate claim form.

### REFERENCES:

**Policy 7120 – Travel and Mileage Expense Reimbursement**