

Regulation No. **7120-30A**
Date Approved: **September 11, 2012**
Date Amended: **1-Jan-2024, 1-Jul-2024, 1-Jan-2025, 1-Jan-2026**

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 – 0.73/km (Jan.1, 2026) _____

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