



**RICHMOND
CHRISTIAN
SCHOOL**

EST. 1957

POLICY NUMBER AND NAME: 06.01.04 EXPENSE REIMBURSEMENT POLICY – VERSION 6.0	RESPONSIBILITY	BOARD	SUPERINTENDENT	SLT
		IN	IN	D
SECTION: 06 – FINANCE AND ADMINISTRATION	LAST REVISION DATE: JANUARY 26, 2026			
ADOPTED: JANUARY 18, 2007	REVIEW FREQUENCY: EVERY 3 YEARS			

PREAMBLE

The reimbursement of out of pocket expenses by volunteers who act as supervisors or have assigned specific duties, current RCS directors and staff is a reasonable sound business practice if the expense is incurred in support of the operation of the school business or for the advancement of the mission and vision of the school.

REVIEW HISTORY		
DATE	VERSION	CHANGES
NOVEMBER 1, 2014	2.0	VER 2.0 AMENDMENTS APPROVED BY BOARD NOVEMBER 1, 2014
JUNE 17, 2019	3.0	VER 3.0 AMENDMENTS APPROVED BY BOARD JUNE 17, 2019
OCTOBER 17, 2022	4.0	VER 4.0 AMENDMENTS APPROVED BY BOARD OCTOBER 19, 2022
OCTOBER 19, 2024	5.0	ADDITION OF ITEM #4
JANUARY 26, 2026	6.0	ADDITION OF APPROVED LIMIT FOR LIBATIONS, ADDED APPENDIX A FOR DEFINING COST LIMITS

GUIDING PRINCIPLES

Unless otherwise addressed in a school policy or written procedure, all out of province travel must be pre-approved and all expenses must comply with the Expense Approval Process. Original receipts will be required for reimbursement under the following conditions:

1. MEAL

- a. During travel for school business or school sponsored trips, meals and/or libations that will be reimbursed are:
 - i. Breakfast
 - ii. Lunch
 - iii. Dinner
 - iv. Alcoholic beverages, though this should be exercised with discretion and for operational meeting purposes only.

(Please refer to Appendix A for spending limit amounts per category)

- b. When meals have been pre-arranged, as part of the trip, additional expense receipts will not be accepted.

2. ALCOHOL

- a. Alcohol purchased as part of school-related business is generally **not** eligible for reimbursement
- b. Any exception must:
 - i. Be clearly connected to school business (i.e. donor relations, external partnership).
 - ii. Be modest and incidental to the meal or event (not the focus of the expense).
- c. No alcohol expenses will be reimbursed in connection with:
 - i. Student events or activities (on or off campus).
 - ii. Situations where students are present or reasonably expected to be present.
- d. Alcohol expenses are only eligible for reimbursement when:
 - i. The staff member acts in an official capacity for the school (e.g., donor meeting, external partnership meeting, professional event), and
 - ii. The expense is within allowable spending limits (refer to Appendix A)
 - iii. Approval is given by the Superintendent or Board chair.

3. TRAVEL

- a. Air, bus, or train expenses will be reimbursed provided that the booking reflected the most economical and reasonably convenient option available at the time of booking.
- b. Travel expenses relating to personal purposes will not be reimbursed.

4. USE OF PRIVATE VEHICLE

Unless otherwise provided for in individual employment contracts, the use of a private vehicle for conducting school business will be reimbursed at a rate that does not exceed the amount eligible under the Income Tax Act.

5. GIFTS FOR PERSONS NOT EMPLOYED BY RCS OR PROMOTIONAL GIFTS

- a. Gifts purchased on behalf of the school for community building, advertising and/or promotion must be pre-approved by the Campus Principal or Superintendent.
- b. Promotional gifts from the Development Office may also be approved by the Development Director's budget

6. GIFTS TO EMPLOYEES OF RCS

Gifts to employees of RCS must comply with Policy 06.05 - Staff Gifts and Long-Term Service Awards.

APPENDIX A: DOLLAR LIMITS PER MEAL CATEGORY

CATEGORY	DOLLAR LIMIT (AT CANADIAN LOCATIONS)	DOLLAR LIMIT (AT U.S. LOCATIONS)
Breakfast	Up to CAD\$30.00	Up to US\$30.00
Lunch	Up to CAD\$40.00	Up to US\$40.00
Dinner	Up to CAD\$55.00	Up to US\$55.00
Alcohol Expenditure (Should be exercised with discretion and for operational purposes only)	Up to CAD\$25.00 per person or 20% of total meal or event expense	Up to US\$15.00 per person or 20% of total meal expense
<i>** RCS reserves the right to modify the dollar amounts for these expenditures at the discretion of the Board and/or Senior Leadership Team **</i>		