
Type:	Operational	Created:	October 2026
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	Executive Director	Procedure:	

Section 1. Purpose

This policy provides reimbursement for public transit expenses incurred by Board Members who are required to travel for work-related purposes and who do not have access to a U-Pass.

Section 2. Eligibility

Board Members may be eligible for transit reimbursement where:

- They previously had access to a U-Pass or subsidized monthly pass (such as through the BC Bus program) but have subsequently lost access to it; or
- They do not have access to a U-Pass and are required to use public transit for work-related Board activities.

Reimbursement is intended solely for work-related travel and does not apply to personal travel or commuting unrelated to Board responsibilities.

Section 3. Eligible Expenses

- Reimbursement is available for public transit fares of up to **three zones**.
- Reimbursement will be limited to the number of zones reasonably required to travel between the Board Member's home and the applicable campus or place of work.
- Only transit expenses incurred for approved work-related activities are eligible for reimbursement.
- Board Members must provide **receipts or other proof of payment** when submitting a reimbursement claim.
- Reimbursement will only be provided on monthly passes, not single fares

Section 4. Transparency

To determine the appropriate reimbursement and ensure consistent application of this policy, Board Members seeking reimbursement must provide their home address to the appropriate administrator. Home address information will be used solely for determining transit eligibility and the number of zones required and will be handled confidentially.

Section 5. U-Pass Requirement

This reimbursement is intended as an alternative for Board Members who do not have access to a U-Pass. Board Members who have active access to a U-Pass or subsidized monthly pass (such as through the BC Bus program) are not eligible for reimbursement under this policy.

