



# HURON-PERTH CATHOLIC

District School Board

## Trustee Expense Reimbursement

<b>Adopted:</b>	<b>January 26, 1998</b>	<b>Policy #:</b>	<b>P 1.2.3.</b>
<b>Revised:</b>	<b>May 23, 2023</b>	<b>Policy Category:</b>	<b>2.1. Trustees</b>

### **BELIEF STATEMENT:**

The Huron-Perth Catholic District School Board believes that trustees, in their roles of stewards and guardians of Catholic Education, should be provided with resources, supports and reimbursements to fulfill their obligations.

### **POLICY STATEMENT:**

It is the policy of the Huron-Perth Catholic District Board that it will reimburse trustees for expenses reasonably incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board. The Board also strives to ensure fair and consistent treatment of all employees including Trustees. Therefore, the following procedures outline the parameters and process with regard to Trustee expenses. All expense claims are governed by the Board's Purchasing Policy and are subject to audit.

### **PROCEDURE:**

#### **Reimbursement of Travel Expenses**

The Board will reimburse Trustees for expenditures paid personally and submitted electronically through the Employee Web App Portal, subject to the following guidelines:

Travel will be reimbursed:

- a) While conducting business on behalf of the Board.
  - b) While attending meetings on behalf of the Board.
  - c) While attending committee meetings of the Board.
  - d) While conducting Board business outside the Board's jurisdiction.
  - e) While attending conferences, training and professional development.
  - f) While visiting a school within the jurisdiction of Huron-Perth.
- A schedule of predetermined distances between school sites is provided under separate cover (Form - Kilometric Distances) and must be used in the calculation of travel claims between Board sites.

#### **Travel Costs – Train/Bus/Airfare**

- Train/Bus coach class economy fare is the standard. Claim supported by train or bus ticket receipt; credit card receipt is not acceptable.
- Business class may be acceptable with prior approval in limited circumstances such as:

- The need to work with a team;
  - Choosing a travel time that allows you to reduce expenditures on meals or accommodation (e.g. compare an economy (coach) class ticket plus meal, with the cost of a ticket for VIA1, where the meal is included);
  - Accommodation requirements; and
  - Health and safety considerations.
- Air travel is permitted if it is the most practical and economical way to travel. Claim supported by trip itinerary and detailed airfare charges; credit card slip is not acceptable.
  - Economy (coach) class is the standard option for ticket purchase. Travel in business class must have prior approval by the Director of Education, and may be considered in the following circumstances:
    - On international flights; or on flights within Canada and the continental United States of America if related to the provision of reasonable accommodation (e.g. health reasons).

### **Reimbursement of Other Expenses**

The Board will reimburse Trustees for expenditures submitted electronically through the Employee Web App Portal, subject to the following guidelines:

Reasonable and appropriate claims will include, but are not limited to, actual out-of-pocket expenses incurred for:

- a) Courses, full conference packages or workshop charges;
- b) Hotel room charges must be supported by a detailed original hotel invoice;
  - A standard room is the set option for accommodation, consistent with the principle of value for money.
  - A maximum of \$30 per night for gratuitous lodging expenses when staying with family or friends. Instead of a receipt, you must submit a written explanation describing the purpose of the trip and identifying the host and the number of days you stayed.
- c) Meals (if not included in registration), see next section for daily maximum;
- d) Tips and gratuities;
- e) Business telephone calls;
- f) Taxi receipts;
- g) Vehicle rental, when a rental vehicle is more economical than the use of a personal vehicle;
- h) Public transportation at the lowest fare practicable;
- i) Necessary parking fees;
- j) Other business expenses (e.g. fax, internet).

The following expenses will not be reimbursed:

- a) Entertainment charges (e.g. video rentals, mini-bar charges, etc.);
- b) Movies;
- c) Alcoholic drinks;
- d) Charges incurred by a spouse;
- e) Parking fines or traffic tickets;
- f) Automobile repair expenses.

### **Meals**

Reasonable and appropriate actual meal expenses will be reimbursed if the expenditure is incurred when the individual is on Board business.

Meals appearing on a hotel receipt must also be accompanied by an itemized receipt.

These rates include taxes and gratuities.

- Reimbursement for meals is subject to the following limits:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$50.00

- Reimbursement of meal costs must not include any alcoholic beverages.
- Credit card vouchers not accompanied by receipts will not be accepted.

### **Equipment**

The Board feels it's important to provide a Trustee with the appropriate computer technology to facilitate their role as a Trustee. At the beginning of a term the Board will provide, through the Information and Technology Department, the appropriate computer equipment. The equipment remains the property of the Board and is to be returned at the earlier of the end of term of office or when the individual is no longer a Trustee. An outgoing Trustee has the option to purchase the equipment at fair market value.

### **Reporting**

Expense Claims should be generated and submitted electronically through the Employee Web App portal for approval and payment on a timely basis within the current fiscal year. By submitting an expense claim, the Trustee is acknowledging their compliance of this policy.

The Director of Education will approve the claim as the person knowledgeable about the activity and the one who acknowledges that the expenditure complies with this administrative procedure and established practice.

The Trustee must attach electronic copies of all receipts showing the detail of the expense to the expense claim and submit all original receipts with a printed copy of their completed claim to the Board Office. Photocopies of receipts, or credit/debit card slips are not acceptable.

### **Trustee Expenditure Guidelines:**

#### **Examples of Events that may be related to Board Business:**

- Trustee Association meetings or events.
- Board or committee meeting (e.g. Budget committee).
- Events or professional development related to the board's mission or objectives.

#### **Examples of Events that may not be related to Board Business:**

- Community fundraising gala or charity function.
- Political activities or events.

#### **Examples of Potentially Eligible Expenses:**

- Lunch purchased while attending a seminar or conference where meals are not included as part of the registration fee.
- Transportation costs and accommodation expenses incurred for attending out-of-town professional development seminar held by trustee association.

#### **Examples of Potentially Ineligible Expenses:**

- Donations to community groups or charities.
- Donations to schools.

**Examples of Potentially Reasonable Expenses:**

- Registration fee for attending professional development course that is directly related to board business and for which prior approval of the board has been obtained.
- A meal expense claim that exceeds the board's limit due to a lack of alternative, suitable options. For example, dining at a hotel restaurant when there are no other options reasonably close by.

**Examples of Potentially Unreasonable Expenses:**

- A meal expense claim that exceeds the board's limit despite the existence of alternative, more suitable options. For example, dining at an expensive restaurant when there are other options close by. In such a case, an amount up to the board's dinner limit should be claimed.

**DEFINITIONS:**

- N/A

**REFERENCES:**

- Education Act
- Broader Public Sector Expenses Directive
- Board Policy Purchasing

**RESOURCES, APPENDICES AND FORMS:**

- N/A