



HURON-PERTH CATHOLIC

District School Board

Trustee Expenses

Adopted:	January 26, 1998	Policy #:	P 1.2.3.
Revised:	June 15, 2026	Policy Category:	2.1. Trustees

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 necessary in carrying out their responsibilities while representing the interests of students, the community, and/or the Board. 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:

Eligible Expenses

The Board will reimburse trustees for necessary costs associated with attending Board meetings, committee meetings and other events or activities in cases where a trustee's attendance or participation is essential to the Board's core business operations. Additional items required in order to carry out their duties as trustees will be reimbursed at the discretion of the Chief Executive Officer (Director of Education).

Reimbursement of Travel Expenses

Automobile

- Trustees are encouraged to minimize the distance travelled and kilometres claimed.
- Expense claims for mileage are to include travel particulars, i.e. the starting point and ending destination and must include the number of kilometers driven for each instance.

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.
- Air travel is permitted if it is the most practical and economical way to travel. Economy (coach) class is the standard option for ticket purchase.

Reimbursement of Other Expenses

The Board will reimburse trustees for expenditures subject to the following guidelines:

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

- a) Necessary conference or workshop charges;
- b) Hotel room charges 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. technology, internet).

The following expenses will not be reimbursed:

- a) Any expenses related to a discretionary event or activity for which expenses are incurred by choice rather than operational necessity including:
 - Professional development activities.
 - Professional associations or sector organizations' events or activities.
 - Education-related symposiums, conferences and conventions.
- b) Entertainment charges (e.g. movies, mini-bar charges, etc.);
- 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 attends a necessary event or activity.

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 is 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 Expense 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 with this policy.

The Chief Executive Officer (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 policy 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 Catholic Education Centre. Photocopies of receipts, or credit/debit card slips are not acceptable.

DEFINITIONS:

- N/A

REFERENCES:

- Education Act
- Putting Student Achievement First Act
- Broader Public Sector Expenses Directive
- Policy 3.3.4 Purchasing

RESOURCES, APPENDICES AND FORMS:

- N/A