POLICY: Expense Reimbursement - Trustees			# 317
SECTION: 317 : Business and Administrative Matters			Page 1 of 6
REVISION DATE: August 2024	EFFECTIVE DATE: August 2024	REVIEW DATE: August 2029	
CROSS REFERENCE:	Coded Business Memoranda Cannabis Act		

A: POLICY

1. 1.1 It is the policy of the Board to reimburse Trustees for expenses incurred in the conduct of authorized Board business.

B: BACKGROUND

2. 2.1 The Broader Public Sector (BPS) Accountability Act, 2010 established new rules and stricter accountability standards for School Boards. Subsequently the Ministry of Education released a set of BPS Expense Directives that Schools Boards are expected to implement. This policy incorporates those directives.

C: DEFINITIONS

3. 3.1 "Authorized board business" refers to expenses incurred in the course of doing business on behalf of the Board and includes authorized assignments, conferences, meetings and training which require travel outside Thunder Bay.

3.2 Trustees who are uncertain if an event constitutes “Authorized board business” and thus qualifies for reimbursement, shall obtain approval from the Chairperson of the Board prior to the event.

3.3 Should there be a dispute about the eligibility of an expense, a Trustee may bring the decision to a vote during a public session of the Board.

D: GUIDELINES

4. General

4.1 Original Invoices

All claims for reimbursement must be accompanied by original itemized receipts providing details of the transaction.

4.2 Responsibilities

Trustees are responsible to ensure that all claims for reimbursement comply with this policy and do not include any personal expenses.

4.3 Authorization for Reimbursement

4.3.1 Claims for Reimbursement are to be signed by the Trustee and submitted as follows for review, approval and authorization:

4.3.1.1 The Chairperson of the Board authorizes for Trustees;

4.3.1.2 The Treasurer authorizes for the Chairperson of the Board.

4.3.2 Prior to authorization all claims for reimbursement will be reviewed by Financial Services for compliance to policy.

4.4 Alcohol/Cannabis

4.4.1 Generally, alcohol cannot be claimed and will not be reimbursed. Under appropriate circumstances, the Director of Education or Chairperson of the Board may approve requests for reimbursement. Those circumstances may include, but are not limited to special celebrations and events involving dignitaries.

4.4.2 Cannabis cannot be claimed.

4.5 Special Circumstance

4.5.1 Reimbursement for special circumstances not specifically addressed or allowed under this policy, may be approved at the discretion of the Chairperson of the Board.

4.6 Travel on Board Business

4.6.1 The Board shall provide in an annual budget an appropriate allocation to provide opportunities for Trustee professional development at conferences and conventions.

4.6.2 Each Trustee shall be entitled to attend up to three (3) conferences per year, excluding the annual Diocesan Trustees' Conference, OCSTA New Trustee Conference and OCSTA Chair/Vice-Chair conferences, subject to the budget.

4.6.3 Trustees will review the status of the budget related to Trustee attendance at conferences during the presentation of budget status reports by Administration.

4.6.4 The budget allocation shall cover meals, travel expenses, accommodation, ground and incidental expenses and registration fees.

4.6.5 The following conferences shall be included for attendance by Trustees:

- OCSTA Annual General Meeting
- OCSTA Finance Seminar
- Ontario Student Trustees' Association conferences
- CCSTA
- Other conferences relevant to the professional development of Trustees.

4.6.6 Trustees who wish to attend more than three (3) conferences shall make a written request to the Board.

4.6.7 Trustees may, at their discretion, file a written or verbal report with the Board on any aspect of a conference, seminar, workshop or convention that is, in their opinion, relevant information useful to the Board.

4.6.8 Student Trustees shall request approval from the Board Chairperson by completing an *"Application for Attendance at a Conference or Workshop"* form at least two weeks prior to travel.

4.6.9 Travel arrangements should not be finalized by Student Trustees until approval is received.

4.6.10 Trustees may request an advance of funds for travel, based on estimated expenses.

4.6.11 Preference should be given to providers that provide the Board with specially negotiated rates such as government rates.

4.6.12 The Board will reimburse the following travel expenses incurred while on authorized Board business:

- Actual return air fare, bus fare, or train fare (whichever is most economical and/or convenient) at the best available rate or the current mileage rate not to exceed the best available rate for alternative mode of travel, such as car rental or air travel.
- Ground transportation, car rentals, parking, etc.
- Standard hotel accommodations at the best available rate. Every effort should be made to obtain government or preferred rates.
- Other expenses reasonably incurred in the conduct of authorized Board business

4.6.13 A per diem of seventy dollars ($70.00) will be provided while traveling on Board business. No receipts are required. In cases where expenses exceed seventy dollars ($70.00) reimbursement will be made based on submission of receipts and the expenses being deemed as reasonable by the Board Chair for Trustees and by the Treasurer for the Board Chair.

4.6.14 The following expenses will not be reimbursed:

- Movies
- In-room snacks and mini-bar expenses
- Bar charges
- Excessive meal and accommodation charges
- Other non-business related expenses

4.6.15 Reimbursement of actual expenses will be claimed on a *"Board Travel Expense Report"* form, with all original copies of invoices/receipts attached.

4.6.16 Persons requiring the assistance of an attendant while traveling on authorized Board business shall submit their written request to the Board Chairperson for approval prior to travel, along with:

- a written statement by their physician stating that the person is unable to travel without the services of an attendant; and
- a written statement from the requester that the attendant is able to care for his/her personal needs.

Reimbursement of reasonable expenses incurred by the attendant will be claimed by the Trustee requesting the assistance. Receipts must be provided for all expenses claimed.

4.7 Allowance for Use of Personal Vehicles

4.7.1 Trustees will be reimbursed at the Board mileage rate for use of personal vehicles while on Board business.

4.7.2 Payments for use of personal vehicles will be based upon submission of evidence of kilometrage traveled and approved by the Chairperson of the Board. Allowance claims are to be submitted on the claim forms provided by the Business Department.

4.7.3 At a minimum, claims should be submitted on a semi-annual basis. The last claim in any calendar year must reach the Finance Department by September 15th to ensure that expense is charged to the appropriate fiscal year.

4.8 Hospitality Expenses

4.8.1 Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are NOT engaged to work for Thunder Bay Catholic District School Board

4.8.2 Hospitality may be extended in an economical and consistent manner when it can facilitate school board business and it is considered desirable as a matter of courtesy or protocol.

4.8.3 Hospitality may be extended on behalf of the Thunder Bay Catholic District School Board when:

- Engaging in discussion of official school board matters with, or sponsoring formal conferences for:
  - Representatives from other school boards
  - The broader public sector
  - Business and industry

- Public interest groups
- Labour groups

- Honoring distinguished people for exceptional public service to the Thunder Bay Catholic District School Board

- Conducting prestigious ceremonies for heads of state, government or distinguished guests from the private sector

- Other hospitality functions as approved by the Director of Education providing they conform to the rules listed in this policy

4.9 Honoraria and Gifts

4.9.1 In certain circumstances it may be appropriate to provide employees with an honorarium or gift for special work, projects or presentations outside of the school year or regular hours of employment. The maximum amount is $25.00 payable by gift or gift card.

4.9.2 Gifts, honoraria and mementoes for non-staff members should be appropriate under the circumstances while at all times recognizing that public funds are being utilized. Examples of eligible items under this category would include, but are not limited to,

- Honoraria for clergy or guest speakers
- Memorial donations
- Retirement gifts
- Appreciation items for volunteers

4.10 Expenses Not Reimbursed

The following expenses will not be reimbursed:

- Lavish gifts.

4.11 Trustee Equipment and Support

4.11.1 Upon the commencement of their term, Trustees will be provided with a laptop and printer.

4.11.2 Printer paper and printer cartridges will be supplied by the Board.

4.11.3 Trustees are required to have internet access at home and will be provided with an allowance not to exceed the cost of high-speed internet access for home use.

4.11.4 Upon completion of their term of office, Trustees must return the equipment to the Board.

APPENDIX 'A'

Distance Chart

All calculations are in kilometers using the ***Catholic Education Centre*** as the point of departure.

SCHOOLS

	One Way	Return
Bishop Gallagher	13.3	26.6
Bishop E. Q. Jennings	8.0	16.0
Corpus Christi	8.7	17.4
Holy Cross	10.7	21.4
Holy Family	8.1	16.2
Our Lady of Charity	10.6	21.2
Pope John Paul II	3.1	6.2
St. Ann	3.2	6.4
St. Bernard	10.8	21.6
St. Elizabeth	4.4	8.8
St. Francis	2.2	4.4
St. Ignatius	12.4	24.8
St. Jude	4.7	9.4
St. Margaret	13.8	27.6
St. Martin	2.3	4.6
St. Patrick	3.5	7.0
St. Paul	16.1	32.2
St. Pius X	10.1	20.2
St. Thomas Aquinas	1.2	2.4
St. Vincent	1.5	3.0

OTHER

	One Way	Return
Airport	3.2	6.4
Aurores boréales (French Board)	12.5	25.0
Confederation College	3.1	6.2
Dilico ABTU	11.6	23.2
Dilico Day Treatment Centre	1.9	3.8
Fort William First Nation Band Office	7.0	14.0
Lakehead District School Board	2.0	4.0
Lakehead University	8.0	16.0
McKitrick	5.3	10.6
Ministry of Education	0.9	1.8
Nor'Wester Resort Hotel	10.6	21.2
Pastoral Centre	5.6	11.2
Prince Arthur Hotel	9.6	19.2
Smith Clinic	1.6	3.2
Thunder Bay District Health Unit	3.7	7.4
Victoriaville Civic Centre	3.3	6.6