

## BOARD POLICY

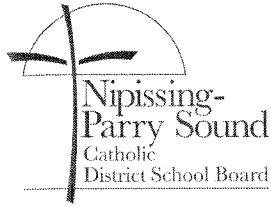
**POLICY:** GP 11  
**SUBJECT:** TRUSTEE EXPENSES

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### **POLICY STATEMENT**

The Nipissing-Parry Sound Catholic District School Board (the Board) is committed to an organizational culture that operates with integrity and promotes responsibility, excellence and accountability with respect to decisions and practices. The Board recognizes the need to reimburse trustees for expenses reasonably incurred in carrying out their role. Therefore, it is a policy of the Board that trustees shall be reimbursed to travel and out-of-pocket expenses reasonably incurred in connection with carrying out the responsibilities of a trustee, in compliance with provincial directives related to expense reimbursement.

1. **Travel:**
  - a. The Board will reimburse travel expense at the Board's current rate for approved travel on behalf of the Board.
  - b. Travel expenses shall be paid by the Board when a trustee attends a regular or special meeting of the Board or an official committee meeting, where attendance is recorded and minutes are kept, and Board approved functions.
  - c. A Chair or Vice-chair attending meetings in their official capacity may claim mileage.
2. **Conference and Workshop Expenses**
  - a. Each trustee shall have an amount as may be approved each year in the Board's budget.
  - b. Allowances may not be transferred among trustees.
  - c. Each trustee shall decide which conferences and workshops he/she will attend and may claim reimbursement of expenses within the limits of his/her allowance.
  - d. Out of province conferences or workshops shall be approved by the Board in advance.
3. **Other Expenses**
  - a. Any other extraordinary or unusual expense that a trustee feels should be paid by the Board must be submitted to the Chair of the Board with a written explanation to support the request. The Chair of the Board must present to the Board as a whole for approval of payment.
  - b. The Board may approve in budget a supplementary allowance to cover expenses relating to ex-officio functions of the Chairperson and/or the Vice-Chairperson.
  - c. Hospitality and alcohol expenses are not reimbursable. Under appropriate circumstances, the Chairperson of the Board may approve requests for reimbursement. Those circumstances may include, but are not limited to special celebrations (inaugural meeting and events involving dignitaries).
  - d. Costs incurred for attendance at meetings through electronic means, and for long distance telephone charges incurred while engaged in Board-related business, shall also be reimbursed.
  - e. On completion of a board member's tenure on the board, all board issued equipment, property, or access codes, including but not limited to computers, secure portal, and swipe-keys, shall be returned in accordance with Administrative procedures used for staff.



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**4. Approval of Expenses**

Please refer to **Appendix D** for details on claim reimbursement.


- a. Monthly travel expense claims shall be submitted to the Superintendent of Business or designate for processing and to the Chair for approval.
- b. Should any expenses be submitted that do not clearly fall within this policy, the expense claim will be denied.
- c. Any expense claims of the Chair must be approved by the Superintendent of Business or designate.
- d. Expenses for a group can only be claimed by the most senior person present – expenses cannot be claimed by an individual that are incurred by his/her approver (i.e. Chair).
- e. An annual report of trustee expenses will be received by Trustees from the Superintendent of Business, and posted on the Board's website.

**5. Where an expense claim is denied**

- a. When a trustee's expense claim is denied the trustee will be informed of the reason by the Chair.
- b. If the trustee disagrees with the denial, the trustee may bring the matter to the next regular meeting of the Board of Trustees for a decision. In making their decision, the Board of Trustees will determine whether or not the denial is consistent with the terms of the Board Policy.

<b>Monitoring:</b> May	<b>Method:</b> Internal	<b>Frequency:</b> Annually
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<b>Original Approval Date:</b> 2007 06 26 (NPS 83-08)	<b>Effective Date:</b> 2014 04 30
<b>Revision Date(s):</b> 2010 01 26 (NPS 11-10) 2012 01 31 (NPS 10-12) 2013 06 25 (NPS 102-13) 2014 04 29 (NPS 72-14)	<b>Review Date(s):</b> 2016 05 31

  
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 Chair of the Board

  
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 Secretary of the Board

**Distribution:**

## **Trustee Expense Claims Administrative Procedures**

The Board will reimburse the claimant for expenditures, upon completion of an **Expense Claim Form**, which shall be submitted within a month of the date of the conference or workshop, subject to the following parameters:

### **Receipts**

All claims for reimbursement are to be accompanied by original receipts, including original credit card slips, and the original bill/invoice providing details of the expense.

### **Conference & Workshop Fees**

Whenever feasible, registration fees will be paid by the board upon submission of a registration form. Advance discounts should be realized on registration fees where possible.

Conference and workshop registration expenses must be supported by a detailed registration package providing dates and details of meals included.

### **Transportation**

The most practical mode of transportation to suit the occasion should be chosen. Travel by car will be at the current rate for kilometer reimbursement (2008 = \$0.45/km) and the cost of air travel shall cover up to Economy Air Fare or equivalent. Use of a rental car and associated gas expenses are encouraged by the Board when these costs are less than the kilometrage reimbursement. Claimants are expected to car pool to common destinations whenever possible.

#### Included:

- Toll charges (e.g. 407 ETR) will be reimbursed upon receipt of invoice.
- Parking may be claimed if travel by car.
- Taxis, where travel was not by car.

#### Excluded:

- Traffic or parking violations
- Costs of damage to personal vehicles including insurance deductibles will be the responsibility of the claimant.

### **Accommodations**

When accommodation is required, preference should be given to service providers that provide specially negotiated rates (for example: group conference rates and government rates). The actual cost of standard hotel rooms, excluding all personal charges as follows:

#### Included:

- Business telephone calls and faxes
- One reasonable personal phone call home per day
- Internet charges for business purposes, where applicable
- Room service, subject to meal allowance provisions

Excluded:

- Room upgrades
- In-room mini bar, water & snack purchases, and sundries
- Movies and game rentals, and charges for fitness facilities

**Meals**

Applicable to meals not included in the registration fee and accompanied by original receipts:

Full Day Allowance – Maximum \$65 per day excluding gratuities.

Part Day Allowance – Individual meals may be claimed as follows:

*Breakfast: \$12 per day excluding gratuities*

*Lunch: \$18 per day excluding gratuities*

*Dinner: \$35 per day excluding gratuities*

Gratuities: may be claimed but will not exceed 15% of the cost of meals.

Where meals in a hotel restaurant are charged to a hotel room, a separate receipt should be requested; preferably at the time of the meal, or at check-out.

Exclusions: Reimbursement for alcohol is not permitted.

**Family Member**

When the family member accompanies a claimant on Board business, the Board shall not incur any additional costs as a result of accommodation, meals or travel. Costs associated with another person accompanying the claimant will be at the individual's own expense.

**Submission Reporting Details**

The claimant will be expected to pay the costs of travel when incurred and be reimbursed for costs by submitting an Expense Claim Form to the Business Department within one month of returning from a function.

- Original reimbursement forms with the original signatures are to be submitted (no faxes or photocopies).
- The purpose of the claim must be stated in the space provided on the claim form as well as sufficient details to explain the expenses
- Original receipts showing the detail of the expense must be submitted. Photocopies of receipts, or credit/debit card slips are not acceptable, as they do not show sufficient detail to authorize payment or to meet audit requirements.
- All amounts are subject to budget restrictions set annually by the board.
- The Board assumes no obligation to reimburse expenses that are not in compliance with these procedures.