



## Trustee Expenses

**Board Received:** January 30, 2017

**Review Date:** February 2021

The Grand Erie District School Board will reimburse Trustees, including Student Trustees, for recognized out-of-pocket expenses and will provide funds in its annual budget to cover in-service expenses of Trustees who are authorized to attend conferences, seminars, and professional meetings, in accordance with current procedures.

### Procedures

#### 1. Travel on Board Business

The Grand Erie District School Board annual budget will include a travel expense fund for trustees. Trustees using their personal vehicles will be reimbursed for travel expenses (to the following) at the rate per kilometer established by the Board:

- a) Board meetings, Committee of the Whole Board meetings, Statutory, Standing and Ad Hoc committee meetings to which they are appointed
- b) OPSBA
- c) Other conferences, workshops or meetings as approved by the Chair or designate
- d) Visits to schools and school functions
- e) Functions of other organizations where the Chair or designate is representing the Grand Erie District School Board
- f) Other events as authorized by resolution of the Board

Please note that a student trustee must gain the approval of the Chair at least one month in advance of the event in order to attend any conference.

#### 2. Other Expenses

Trustees may incur other expenses in their position, such as:

- a) Meals when authorized Board business takes them away from home at a normal meal time – amounts claimed must be consistent with Procedure F103 Travel and Expense Claims
- b) Long distance telephone charges while on Board business
- c) Parking charges while on Board business

Please note the following:

- Alcoholic beverages are not eligible for expense claims;
- Expenses incurred to attend a community fundraising events, charity functions and political activities are not eligible for expense claims; and
- Donations to community groups, charities or schools are not eligible for reimbursement.

### 3. Expenses re: Conferences, Workshops and Seminars

The Grand Erie District School Board encourages learning for all and its annual budget will include a professional development fund for trustees. This fund will be used for trustee expenses incurred for:

- a) Registration
- b) Accommodation
- c) Other eligible expenses not covered by registration fees

All registration fees for conferences, workshops and seminars will be paid via the Executive Assistant to the Board of Trustees, who will manage the registration details

Eligible expenses for conferences, workshops and seminars include:

- a) Economy air, bus or train expenses incurred on Board business
- b) Hotel room charges for accommodation in a standard room. No additional reimbursement will be made for suites, executive floors, concierge
- c) Meals, if not included in registration, as stated in Procedure F103 Travel and Expense Claims Section 1.2iii
- d) Tips and gratuities
- e) Phone calls for Board business
- f) Taxi Fares
- g) Necessary parking fees
- h) Other business expenses such as fax and internet

In all cases, appropriate receipts must be provided for reimbursement.

Please note the following will not be reimbursed:

- Recreational costs (movies, mini-bar, and fitness facility expenses);
- Alcoholic beverages;
- Charges incurred by a spouse or other companion; and
- Parking tickets or traffic infractions

### 4. Computer and Office Equipment and Supplies

- Each trustee, at the beginning of their term, will be allotted an amount of money from the Trustee and Governance budget to use to purchase a device to facilitate communication. Acceptable devices include cell phones, laptops, tablets and printers. A list of supported devices will be provided and must be purchased through the Board.
- Annually, each Trustee will be allotted an amount of funding, to be approved each year through the budget process, from the Trustee and Governance budget to cover expenses such as monthly cellphone charges.
- All equipment provided by the Board will be returned to the Executive Assistant to the Board of Trustees when the trustee's term of office ceases; and
- All office supplies (paper, printer ink etc.) and equipment will be purchased via the Executive Assistant to the Board of Trustees. Expense claims for such items are not eligible for reimbursement

**5. Expenses for Internet Connection**

- a) The Grand Erie District School Board annual budget will include an amount for internet connection services. The maximum amount a Trustee can claim monthly for internet connection services will be a predetermined amount communicated annually through the budget process.

**6. Claiming Expenses**

- a) Requests for reimbursement for travel or other expenses must be made on a signed Trustee Expenses claim supported by receipts for all expenses. Claims approved by the Chair or Vice-Chair will be submitted to the Superintendent of Business for the purpose of reimbursement.
- b) Claims are for reimbursement of expenses incurred and services provided. Claims will not be approved for future dates whether for travel or services such as Internet or cell phone.
- c) To substantiate reimbursement, the claim form is supported by the following:
  - Original documentation including proof of payment to support the expenditure (except for mileage claim);
  - Reasons for the expenditure;
  - Signature of the claimant to certify the expense claim; and
  - Scanned electronic copy of receipts where claims are sent electronically for approval.

Please note the following:

Credit/debit card point of sale slips that are not accompanied by a receipt are not valid for the purpose of reimbursement

- d) Expense forms are to be submitted either monthly or quarterly. They shall not span more than one school year
- e) To be eligible for reimbursement all expenses related to a fiscal year end must be submitted within the first two weeks of September
- f) The following verification and approval process is to be followed for all trustee expense claims:
  - The Chair of the Board or Vice Chair in the absence of the Chair of the Board certifies that individual trustee expense claims meet the requirements of the Board Bylaw and approves payment of the claim;
  - Should there be a dispute about the eligibility of any expense, e.g. if deemed as inappropriate or unreasonable, the item(s) in dispute will be referred to the external member of the Audit Committee and, if a satisfactory resolution is not reached then the affected party shall contest the decision during a public session of the Board; and
  - Before a payment is processed, Business Services will confirm that the expense claim has received appropriate authorization.

Please note the following:

- Trustees do not receive purchasing cards;
- The Board does not provide credit cards to trustees; and
- A student trustee may, upon request, be provided with a cash advance for approved expense. This privilege is not extended to other trustees.
- Before a payment is processed, the Superintendent of Business and Business Services will confirm that the expense claim has final approval received appropriate authorization.

## 7. Records and Reports

- a) A report will be made to the Board in April and November each year on the status of the following Trustee budget lines and Trustee expenses claimed:  
Trustee Professional Development Fund  
Trustee Travel Expenses Fund  
Trustee Internet Service Fund
- b) A record of each Trustee's expenses will be kept at the Education Centre and will be available to the public upon written request. Time and photocopying charges may be assessed
- c) Trustees attending conferences, seminars, or workshops may be asked to report briefly to the Board on the highlights of the activity attended