



Policy Manual – Finance

F.M.03 – Trustee Office Supplies, Travel, Meals & Expense Reimbursement

The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model

POLICY STATEMENT

The Board is committed to supporting Trustees while representing the interests of students, the community and promote the mission of our Catholic School Board. It is recognized that in carrying out their responsibilities, Trustees may incur legitimate expenses for which they will be reimbursed.

Principles

Effective management of resources and good stewardship is a stated priority of the Board. Promoting responsible and accountable behaviour by clearly articulating eligible and legitimate reimbursable expenses will help achieve this priority.

Appropriateness

All expenditures must be directly related to the role of the Trustee.

Integrity

The interest of the Board takes precedence over personal interests. All purchases must follow the conflict of interest policy of the Board.

Accountability

Expenditures must be reasonable and represent value for money. Personal expenses are not permitted.

Transparency

Trustee expenses are open to scrutiny and to public knowledge. Trustees have the right to privacy of personal information.

Purpose

This policy describes when Trustees may be reimbursed for Board business travel, meals and other board related expenses.

The following list of eligible reimbursable expenses is provided:

1. Office Supplies

At the beginning of each elected term, each Trustee will be provided with technology equipment from an approved list, which includes:

- One (1) laptop/desktop computer and relevant software programs*;
- Reasonable monthly internet expenses to a maximum as determined annually; and,
- Personal hand held device expenses (Chairperson)

*Re-elected trustees' computer hardware will be replaced/upgraded as per the Board's refresh cycle.

All items must be returned to the Board, or purchased at netbook value, as calculated by the Associate Director of Corporate Services, and all expenses will cease to be covered upon the Trustee's end of term or date of resignation from the Board.

The Board's procurement process is to be used to purchase all supplies, and equipment necessary to perform the role of Trustee. Office supplies for Board related business are eligible Trustee expenses where/when they are not available using the Board's regular procurement process. Original receipts must be submitted.

2. Mileage Reimbursement/Travel Allowance

- a) Trustees shall receive a monthly taxable travel allowance for the purpose of conducting business within the jurisdiction of the Board. The allowance will be determined, by the Board, on a yearly basis. The allowance covers Board related business from/to their home.
- b) The Board will reimburse a Trustee travelling out of jurisdiction on official Board business. Trustees travelling outside the jurisdiction should endeavor to use the most economical means of travel.

The procedures below apply to all Trustees:

- i) Claims will be reimbursed at a rate per kilometre as established by the Board. This rate will be reviewed on an annual basis as part of the Budget process;
- ii) Claims must be submitted on a monthly basis using the approved Board form on mySite: [Statement of Travelling Expense - Mileage Form AS-xx-04](#). The form is updated annually consistent with the per kilometer rate established. All expenses shall be claimed during the appropriate corresponding budget year,
- iii) Details specific as to location and purpose must be provided for all mileage claims. All claims for in city/town travel will be reimbursed according to kilometres travelled; and,

iv) Carpooling is strongly encouraged whenever possible. Trustee travel, beyond previously established annual budget allocations and other prescribed limitations requires budget approval by the Chairperson of the Board [or the Vice-Chairperson of the Board in the Chairperson's absence].

v) Attendance at Conferences, Workshops, Seminars

Annually, the Board will establish a budget for Trustee conference/professional development (conferences, workshops, seminars). All costs associated with a conference are to be charged against the conference budget.

Within the limits of the expenditure guidelines and amounts established annually by the Board, and subject to prior approval, Trustees will be reimbursed for expenditures incurred:

- Hotel room charges (standard room);
- Registration fees for approved conferences (in most cases registration fees will be paid directly by the Board prior to the event);
- Meals (including tax and gratuities up to maximum meal reimbursement rates as per chart below—receipt must be provided);
- Business telephone calls;
- Taxi costs;
- Parking fees; and,
- Train/airline tickets when determined to be the most practical mode of transportation for the event/occasion at standard pricing. Airfare will be reimbursed up to the cost of Economy or equivalent. In cases where there are multiple stops and/or excessive layover time, a more direct route at a higher cost could be approved.

Meal Rates:

Meal Type	Maximum Meal Reimbursement Rate
Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$28.00

Reimbursement of expenses incurred must be submitted using the approved Board form: Trustee and Staff Expense Reimbursement Form AS-19-01. Original itemized receipts and conference agenda must be attached to the form.

The following expenses will not be covered:

- Meals when they are provided through the conference;
- Movies;
- Charges for use of recreational/fitness facilities;
- Charges incurred by a family member;
- Personal gifts;
- Highway 407 ETR charges (unless pre-approved);
- Parking tickets or Traffic Act violations;
- Election campaign costs; and,
- Alcoholic beverages

vi) Telephone Expenses

- (i) Long distance and cellular airtime charges for calls regarding Board business may be submitted on the appropriate form with appropriate verification for reimbursement.
- (ii) Long distance calls to home while out of the system on Board business will be allowed, within reasonable limits. Other personal calls will not be reimbursed by the Board.

vii) Gifts and Donations

Donations may be made on behalf of the Board of Trustees if approved, in advance, by the Chairperson of the Board and the Director of Education.

viii) Other Expenses

- a) A Trustee may be reimbursed for all or part of his or her out-of-pocket expenses reasonably incurred in connection with the carrying out of Board related activities.
- b) Claims for reimbursement of expenses shall require the approval of the Chairperson of the Board and Associate Director of Corporate Services.
- c) The Chairperson's expenses shall require the approval of the Vice-Chairperson of the Board or Associate Director of Corporate Services.

Reporting of Trustee Expenditures

The Board will post on the board website annually the following major expense categories:

- Office supplies;
- Office equipment;
- Professional Development;
- Travel Expenses; and,
- General Expenditures

Approval

- (i) An expense voucher may be submitted at the end of each month for payment but must be submitted at least quarterly.
- (ii) All expenses must be accompanied by original receipts/invoice(s) providing the details of the expense.
- (iii) All expenses related to the prior school/fiscal year must be approved and submitted to the accounts department for reimbursement within the two first weeks of September/new school year.
- (iv) All trustee expense claims must be approved by the Chairperson and Associate Director of Corporate Services.
- (v) Claims for reimbursement of expenses shall be signed by the Trustee and submitted to the Associate Director of Corporate Services of the Board.

Responsibility

The individual/Trustee incurring the expense will be responsible for following this policy and for payment of any expenses, which exceed reasonable limits or are not in compliance with this or other applicable policies.

It is the responsibility of the approver, to ensure the appropriateness and reasonableness of the expenses being claimed.

Regulations

Broader Public Sector Accountability Act
Broader Public Sector Expense Directive
Boarder Public Sector Perquisites Directive

Related Policies: NA

Related Board Committee

Committee of the Whole

Policy Review Date

BM Original Policy Approved 03 March 1998

Revisions: 24 June 2003, 10 April 2007, 22 June 2010, 04 June 2012, 27 August 2019,
7 November 2023

To be reviewed every five years