

BOARD ADMINISTRATIVE PROCEDURE	
Administrative Procedure <b>Trustee Expenses</b>	Administrative Procedure Number <b>617</b>
Directional Policy <b>Stewardship of Resources - 600</b>	

**TITLE OF ADMINISTRATIVE PROCEDURE:**

Trustee Expenses

**DATE APPROVED:**

October 23, 2018

**PROJECTED REVIEW DATE:**

September 2023

**DIRECTIONAL POLICY ALIGNMENT:** This Administrative Procedure aligns with the purpose of the Stewardship of Resources – 600 by ensuring there is accountability and transparency with respect to its business practices and trustee expenses.

**ALIGNMENT WITH MULTI-YEAR STRATEGIC PLAN:** The Trustee Expenses Administrative Procedure aligns with the Stewardship of Resources Directional Policy which in turns supports out Vision for Achieving Excellence in Catholic Education: Learn-Lead-Serve by establishing procedures to ensure budget control and cost effective practices for trustee expenses.



# Strategic Priorities 2017-2020

## Vision

Achieving Excellence in Catholic Education  
LEARN • LEAD • SERVE

## Mission

To educate students in faith-filled, safe, inclusive Catholic learning communities by nurturing the mind, body and spirit of all.

### LEARN

Achieve excellence in instruction and assessment to enable all students to become reflective, self-directed, lifelong learners.

### LEAD

Foster critical thinking, creativity, collaboration, and communication, to enable all students to realize their God-given potential.

### SERVE

Inspire engagement and commitment to stewardship for creation to enable all students to become caring and responsible citizens.

## ACTION REQUIRED:

### Background

The Education Act permits a Board to establish policies and procedures under which a member of a Board may be reimbursed for out-of-pocket expenses reasonably incurred in connection with carrying out their responsibilities as a board member. This Administrative Procedure outlines the equipment and support services provided by the Board and required by trustees to carry out their responsibilities and provides for reimbursement of specified out-of-pocket expenses and professional development activities incurred in connections with carrying out their duties.

### Board provided equipment and services:

Trustees will be provided with the following equipment and associated services for use throughout their term of office:

- (a) Mobile technology in order to access paperless meeting agendas and email (i.e. chromebook, or ipad as determined by the Information Technology Department.), with associated software and printer,
- (b) Technical services, as required, from the Information Technology Department.

All equipment will be obtained and provided by Board personnel, and returned to the Board at the end of the trustee's term of office.

Trustees will have access to the following services throughout their term of office:

- (a) Courier delivery from the Board Office
- (b) Photocopying
- (c) Business cards
- (d) Administrative support through the Office of the Director of Education

### **Travel on Board Business**

Trustees will be reimbursed for travel to and from a trustee's residence to a meeting of the Board, a committee meeting of the Board, or other meeting/event where the trustee is representing the Board, or a Board event by a per-kilometre rate. This rate will be consistent with that provided to employees of the Board.

Eligible expenses include:

- (a) A Board established rate per kilometer,
- (b) Paid parking associated with travel,
- (c) Taxi fares to and from the meeting site

### **Events and Professional Development**

By resolution of the Board, trustees may attend Trustee Association meetings or events, educational conferences, conventions, or workshops to become knowledgeable and remain current with educational trends.

Professional development expenses may include:

- (a) Course, conference, or workshop registration
- (b) Travel to the event via public transportation or personal vehicle
- (c) Standard hotel accommodation
- (d) Meals for the registrant not included in the registration fee – Amounts eligible for reimbursement will be consistent with that provided to employees.
- (e) Where professional development is outside the jurisdiction of the Board and Greater Toronto Area, travel arrangements must consider various options. If transportation to the event is via personal vehicle, applicable highway tolls and

parking charges may be included in addition to the per kilometer reimbursement. Where it is more economical and practical to travel to the event via public carrier, the lowest practicable costs and taxi charges during the event may be included as expenses. Where the distance to the event exceeds 500 kilometres, reimbursement to trustees will be the lesser of costs via public carrier, and the per kilometer rate calculation.

### **Other Items**

Meal claims include taxes and gratuities. When eligible for a full-day of meal claims (i.e. breakfast, lunch and dinner) trustees have the discretion to allocate the daily total three meal rate among meals. When eligible for less than a full-day of meal claims (i.e. one or two meals), trustees are to be guided by the applicable meal rate provided to Board employees.

### **Non-eligible expenses**

The following expenses will not be reimbursed by the Board:

- Penalties for traffic or parking violations
- Other automobile expenses (towing, repairs)
- Expenses of a personal nature (entertainment, movie rentals, dry cleaning, etc.)
- Alcoholic refreshment charges
- Meals at events where the registration fee already provides for meals.

### **Accountability and Transparency**

Travel advances will not be issued except under exceptional circumstances (i.e. for student trustees).

Travel expenses will be reimbursed upon submission and approval of the Expense Claim. Original documentation including proof of payment to support the expense is required. Credit card vouchers, or debit vouchers that are not accompanied by a detailed receipt are not sufficient for reimbursement.

Expense claims are to be submitted within one month of the expenses being incurred, except at the end of the fiscal year when claims are to be submitted within two weeks of the fiscal year end.

Claims of members of the Board will be submitted to the Director of Education for approval, and the Chair's claim will be submitted to the Superintendent of Business and Finance for approval.

Where the expense claim has not been duly completed, and the Director of Education or designate is of the opinion that the claim is outside the provision of the Administrative procedure, the Director is authorized and obligated to deny the claim.

Where a trustee disagrees with the decision by the Director of Education, he or she may make a written statement of claim, which shall be placed on the agenda of the next public session of the Board for discussion and decision.

Annually, on a fiscal year basis, a summary of the expenses incurred by each trustee will be posted on the Board's website, where it will remain for a minimum twelve month period.

## **RESPONSIBILITIES:**

### **The Board of Trustees is responsible for:**

- Ensuring alignment with the Stewardship of Resources Directional Policy;
- Reviewing the Trustees Expenses Administrative Procedure as part of its regular policy and procedure cycle;
- Establishing by Board motion those professional development events, meetings and workshops that trustees are authorized to attend.

### **Members of the Board of Trustees are responsible for:**

- Submitting eligible expense claims on a timely basis
- Ensuring compliance with the documentation requirements described in this administrative procedure
- Returning equipment to the Board upon leaving their position as member of the Board.

### **The Director of Education is responsible for:**

- Ensuring the implementation and compliance of this administrative procedure, including designation of resources
- Reviewing and approving expense claims that are compliant with the Administrative Procedure for all trustees except the Chair

**The Superintendent of Business and Finance is responsible for:**

- Reviewing and approving the expense claims that are compliant with the Administrative Procedure for the Chair.
- Preparing a report summarizing the expenses of each trustee for the purposes of publicly reporting the expenses and posting on the board's website for a period of twelve months.

**PROGRESS INDICATORS:**

- Timely posting of trustee expenses on an annual basis

**REFERENCES:**

- Ministry of Education Memorandum 2009: B8, Trustee Expenditure Guideline
- Ontario Education Act R.S.O. 1990, Section 191
- Purchasing Policy 610 and associated Administrative Procedure
- Reimbursement for Expenses Incurred on Board Business Policy 612 and associated Administrative Procedure