



POLICY:	T:02
EFFECTIVE:	June 9, 1998
AMENDED:	May 8, 2007 April 13, 2004
RELATED POLICIES:	A:04 Pr A:04 Pr T:02 T:01
REPEALS:	
REVIEW DATE:	2007-2008

1.0 Objective

To set out the circumstances in which expenses incurred by Trustees may be reimbursed by the Board.

2.0 Guiding Principles

- 2.1 The Windsor-Essex Catholic District School Board approves and encourages the attendance of Trustees at conventions, seminars, symposia etc., which relate to the responsibilities that they bear towards the ratepayers and their children.
- 2.2 The Board recognizes that it must schedule meetings of Trustees, which may require out- of- pocket expenses by Trustees who wish to attend such meetings.
- 2.3 The Board recognizes the importance of assisting Trustees in communicating with Board administration and with their individual constituencies.

3.0 Specific Directives

- 3.1 The Board shall set aside in its annual budget an amount to support this policy.
- 3.2 All Trustee claims for reimbursement are to be approved by the Chair of the Board and the Director. The Chair of the Board shall seek approval from the Superintendent of Business.
- 3.3 Trustees shall be reimbursed for those expenses detailed in this Policy and any applicable supporting Procedure provided all provisions of the Policy and Procedure are followed, all required authorizations are obtained, and the expenses are incurred within budgeted limits.

4.0 Responsibility

- 4.1 It is the responsibility of each Trustee to determine the appropriateness of any travel and/or professional development conventions, conferences, seminars, or the necessity of any out-of-pocket expenses.
- 4.2 It is the responsibility of each Trustee to provide the necessary documentation to support the expenses.
- 4.3 It is the responsibility of the Board's Business Department to ensure all documentation is complete before reimbursement or advance is made.
- 4.4 It is the responsibility of the Board's Business Department to publish an annual report summarizing the expenses of each Trustee and detailing out of district travel, professional development, conventions, conferences and seminars attended by each Trustee.

5.0 Review and Evaluation

- 5.1 The effectiveness of this policy shall be assessed through Trustee, staff and community satisfaction measures.
- 5.2 This Policy shall be reviewed during the 2007 – 2008 policy review cycle.

6.0 References

Education Act s.191
Ontario Regulation 357/06
Procedure T:02 Conventions, Meetings, Out of Pocket Expenses
Policy T:01 Student Trustee
Policy A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.
Procedure A:04 Travel, Meal, Professional Development, and Compensation for Use of Auto.