



PROCEDURE:	Pr T:02
EFFECTIVE:	May 8,2007
AMENDED:	May 15,2007
RELATED POLICIES:	A:04, Pr A:04, T:02,T:01
REPEALS:	
REVIEW DATE:	

1.0 Objective

To establish a procedure to provide reimbursement for expenses incurred by Trustees.

2.0 Professional Development/Out of Pocket Expenses

- 2.1 Trustees may attend the conventions of O.C.S.T.A. and C.C.S.T.A. Trustees may also attend other conferences, seminars, courses, special sessions and out of district meetings.-
- 2.2 The Board shall allocate to each Trustee a \$5,000 Professional Development Allowance. To access those funds the Trustee must submit the required forms as prescribed by administration, and must file with the supporting documentation attached prior to having expenses considered for reimbursement.
- 2.3 The Board will pay the following from the Professional Development Allowance:
 - a) Registration fees
 - b) The Board shall pay for the full hotel room accommodation when such request is accompanied by the original receipt. Corporate, government and conference rates shall be utilized wherever possible. Personal purchases charged to the room will not be reimbursed (non- reimbursable expenses would include movies and mini-bar charges).
 - c) Meal expenses incurred while traveling outside the county of Essex on a per meal basis to a maximum of \$15 for breakfast, \$25 for lunch and \$50 for supper. The maximum meal expenses to be claimed per day shall not exceed \$90 per person. Meal expenses shall only be reimbursed upon submission of receipts with supporting documentation, including details as to whose expense is being claimed and the reason for the breakfast/lunch/dinner. A credit card slip will not be considered sufficient supporting documentation for meal expenses.
 - d) Where meal packages are available as part of the convention, the Board shall pay either the value of the meal package or reimburse on a per meal basis as set out above at the discretion of the Trustee. Where the registration fee includes a meal package, the Board shall reimburse only for those meals not provided through the package, to the maximums set out above.

- e) Reimbursement at the rate of \$0.46 per kilometer for the use of a Trustee's personal vehicle while traveling to conventions, seminars, board meeting business, etc outside of the County of Essex.
 - f) The cost of plane or train fare when accompanied by the receipts, a boarding pass for a flight or a ticket stub for rail travel.
 - g) The Board shall pay the actual costs of miscellaneous expenses when accompanied by the receipts up to a maximum of \$30 per day (i.e. parking).
 - h) Expenses incurred for childcare resulting from the need to attend meetings of the Board, conventions or to conduct other Board business shall be reimbursed in accordance with the provisions within Policy T:02 and this supporting Procedure. Details of such expenses (including receipts when available) shall be submitted to the Board in writing in order to be eligible for reimbursement.
 - i) The cost of books, periodicals (i.e. Catholic Register subscription) and computerized learning materials relevant to the Trustee's professional development provided such claims are supported by receipts.
- 2.4 When the spouse accompanies the Trustee at a conference or convention, the Board shall not incur any additional costs as a result of Accommodation, Meals or Travel.
- 2.5 There maybe occasion where it becomes necessary in the course of conducting Board Business for a Trustee to incur meal expenses outside of the course of travel, particularly for the purposes of extending hospitality. Trustees may be reimbursed the reasonable expenses incurred while conducting such Board business within the County of Essex provided receipts and supporting documentation are filed, including details as to whose expense is being claimed and the purpose of the meal. These meal expenses shall be reimbursed on a per meal/per person basis to a maximum of \$15 for breakfast, \$20 for lunch and \$30 for supper. These expenses shall be drawn from the Professional Development Allowance.
- 2.6 Trustees shall be reimbursed for certain reasonable out of pocket expenses incurred for the purpose of extending hospitality. Hospitality can include the provision of food and other amenities that are extended in an economical, consistent and appropriate way when it will facilitate board business or is considered desirable as a matter of courtesy. Hospitality expense claims must be accompanied with names of individuals entertained and the purpose of the hospitality. These expenses shall be drawn from the Professional Development Allowance.
- 2.7 Trustees will be reimbursed reasonable expenses to facilitate communications with administration and their constituencies. The following will be covered:-
- a) Basic cell phone package
 - b) Computer supplies and Board-approved software
 - c) Stationery, letterhead, business cards, office supplies.
 - d) Internet connection

These expenses will be reimbursed through the Professional Development Allowance.

- 2.8 Each Trustee will be provided at the beginning of their term of office with a lap top computer and a fax/printer/copier/scanner. All equipment will be returned to the Board at the end of the Trustee's term.
- 2.9 Trustee travel to and from Board meetings within the County of Essex will be reimbursed at the rate of \$.46/kilometer and will not be drawn from the individual Trustee's \$5,000 Professional Development Allowance. It will be accounted for separately and the Board will establish an annual budget amount to account for these expenditures.

3.0 Restricted Expenses

- 3.1 Reimbursement shall not be provided for alcoholic beverages.
- 3.2 Cash advances will be kept to a minimum and will be limited to unusual circumstances where appropriate prior approvals are obtained. Hotel costs may be advanced (must attach statement from hotel establishing total amount payable). Actual expenses must be submitted as soon as possible following return from travel. The expense reimbursement procedure must be followed, including the reconciliation of the cash advance, with surplus funds returned to the Board.
- 3.3 There shall be no reimbursement of political contributions or fund raising activities for political parties.
- 3.4 There shall be no reimbursement of legal fees unless pre-approved by the Board.

4.0 Adjustment for Consumer Price Index

- 5.1 The mileage rate shall be reviewed and adjusted in September of each year in accordance with changes in the Consumer Price index