



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATION

Regulation Name: Expenses and Reimbursements for Trustees

Regulation Code: BA-4.9.1

Section: Business and Administrative Services

Policy Code Reference: BA-4.9

Established: January 24, 2023

Revised or

Reviewed:

1. OBJECTIVE

The objective of this administration regulation is to ensure that trustees are reimbursed for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

2. DEFINITIONS

Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

Board of Trustees

The elected governance branch of the Board.

Detailed Receipt/Receipt

A document identifying the vendor with the date and amount of each expense item paid by the claimant.

Trustee

For the purpose of this administrative regulation, trustee includes the Board of Trustees and student trustees.

3. APPLICATION

This administrative regulation applies to all trustees.

4. RESPONSIBILITY

The Chairperson of the Board and the Superintendent of Business and Corporate Services have responsibility for administering this regulation. The Director of Education has the authority to implement this administrative regulation.

5. PROCEDURE

Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure. If an overpayment occurs, the claimant shall be required to repay all such overpayments received.

5.1 Approval of Trustee Expenditures

5.1.1 The Chairperson of the Board shall approve expenses initiated by trustees.

5.1.2 The Chairperson of the Board shall approve expenses initiated by the Director of Education.

5.1.3 The Superintendent of Business and Corporate Services shall approve expenses initiated by the Chairperson of the Board.

5.1.4 Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure, in compliance with audit requirements. A written explanation with the claim will be provided in rare circumstances where a receipt is not available.

5.1.5 Where a trustee has been denied entitlement for reimbursement for an item, the Chairperson of the Board will advise in writing of the reason for the disqualification. Trustees disputing the eligibility of any expense item may appeal to the Board, in public session.

5.2 Travel Expenses

Travel by trustees using their own vehicles to travel on Board business will be reimbursed upon submission of a monthly travel expense claim. For all mileage reimbursements, mileage calculations will begin at the permanent residence of the trustee.

The Government of Canada's reasonable per-kilometre rate for all kilometres, published each January, will be the Board's kilometre reimbursement rate, effective September 1 of that year, and will be reviewed on February 1 to determine if a change is required.

Electronic Toll Roads (ETR), such as, but not limited to, the 407 ETR, should only be used in extenuating and exceptional circumstances.

Traffic or parking violation tickets will not be reimbursed.

5.3 Meal Expenses

The following daily meal allowance is provided as a guideline for meal expenses. It is recognized that meal costs in major urban centres may exceed these guidelines.

Breakfast	\$10.00
Lunch	20.00
Dinner	<u>30.00</u>
Total	\$60.00

For a full day of meal claims (breakfast, lunch, and dinner) there is discretion to reallocate the rate among meals; however, the total daily meal allowance guideline of \$60.00 applies.

Gratuity amounts are capped at 20% of pre-tax amounts.

Alcohol charges will not be reimbursed by the Board.

Original, detailed receipts for meals, with names, must be provided. A debit/credit card receipt is not acceptable on its own as it does not give sufficient detail to authorize the payment nor meet audit requirements.

5.4 Cellular Phones

Board-provided/corporate cell phones are issued to all trustees at the start of their term and paid for by the Board.

If traveling out of the country, notice will need to be provided to the Executive Liaison to the Trustees in order to ensure the correct roaming plan is placed on the Board-provided/corporate cell phone.

5.5 Internet Service

Internet service is to be provided to trustees. Efficient service and reasonable cost will be considered. Internet service is provided to the student trustees at their secondary schools.

Trustees who are personally invoiced by the internet provider are to be reimbursed through their monthly expense form submission, with supporting receipts.

5.6 Trustee Attendance at Special Events

Trustees receive many invitations to attend special events in their capacity as Board representatives. Some invitations require the purchase of a ticket or a contribution towards a gift; expenses incurred for such events can be reimbursed by submitting the amount on a monthly travel expense claim.

Expenses greater than \$100.00 should be pre-approved. This does not include Board or committee meetings, or school events within the Board's jurisdiction.

5.7 Trustee Accommodation

Travel accommodation should be booked through the Office of the Director to ensure that the best corporate rate is obtained and to enable hotels to bill the Board directly. Emergency accommodation arising from unforeseen circumstances while attending any Board function, either in or out of the system, will be paid upon submission of original receipts.

The following personal expenses will not be reimbursed:

- 5.7.1 hotel charges for fitness facilities, movie rentals, mini-bar charges, etc.; and
- 5.7.2 charges incurred by a family member or guest.

5.8 Trustee Equipment

Standard equipment (laptop, printer, cell phone) will be provided to all trustees. All equipment must be returned to the Education Centre when the duties of the trustee ceases.

5.9 Miscellaneous Expenses Incurred by Trustees

Occasionally, other minor miscellaneous expenses could be incurred by a trustee and these may be submitted for reimbursement. Generally, such items will be limited to the following:

- 5.9.1 Postage costs incurred arising from written communication with constituents, trustees from other boards, etc. are intended to be individual in nature, and mass mailings to constituents and others are not eligible for reimbursement. Trustees are expected to utilize the Board's internal mailing system wherever possible.
- 5.9.2 Small quantities of envelopes and stationery items may be provided on request. These items should be used on a very limited basis and only for Board business. The Chairperson of the Board and Vice-chairperson of the

Board will be permitted the use of Board stationery items to the extent that these items are required to discharge the duties of the office.

5.9.3 Business cards will be provided upon request, and must be consistent with the Board's standard format.

5.9.4 Items not specifically identified within this administrative regulation are not eligible for reimbursement unless approved by the Board.

5.10 Disclosure of Trustee Annual Expenditure

Each trustee's annual expenditure will be made public.

6. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies:

[BA-4.9, Expenses and Reimbursements for Trustees](#)

[BA-5.1, Procurement Procedures](#)

Procedural Documents (Internal):

[Travel/Expense Reimbursement Form](#)

7. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)

[Education Act](#)