



TRAVEL, MEALS AND HOSPITALITY EXPENDITURES – TRUSTEES

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| Legal References: | <i>Education Act, Section 171(1)17: Powers of Boards - Membership Fees and Travelling Expenses</i> <i>Education Act, Section 191(2): Travel Expenses</i> <i>Broader Public Sector Expenses Directive (Effective April 1, 2011)</i> <i>Ministry Memo 2006:B15 – School Board Expenditure Guidelines</i> <i>Ministry Memo 2009:B8 – Trustee Expense Guideline</i> |
| Related References: | <i>Administrative Procedure 4380 – Travel, Meals and Hospitality Expenses</i> <i>FS-17-AS5 – Request for Reimbursement of Expenses</i> |
| Effective Date: | <i>March 2007</i> |
| Revisions: | <i>January 2015, June 18, 2018</i> |
| Reviewed: | <i>March 20, 2017</i> |

1. Preamble

- 1.1 The policy that follows outlines the role and responsibilities of members of the Waterloo Region District School Board (Board) where a trustee is to be reimbursed for purchases they have made on behalf of the Board for travel, meals, hospitality, out-of-pocket expenses or professional development.
- 1.2 The Education Act deems one-third of the annual honorarium paid to trustees to cover a trustee's out-of-pocket expenses. In addition, the Act also provides for a Board to reimburse trustees for expenses.

2. Travel, Meals and Hospitality Expenditures

- 2.1 It is the policy of the Board to pay or reimburse trustees for out-of-pocket expenses incurred while on board business as outlined in the Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.
- 2.2 The Board will reimburse trustees for travel, meals, accommodation expenses, other business expenses, hospitality expenditures and professional development fees incurred in carrying out their responsibilities while representing the interest of students, the community or the Board. Expenses related to political activities or events are not reimbursed.
- 2.3 All expenses to be reimbursed must be reasonable and relevant to the business activity of the Board. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the Board's Strategic Plan. Requests for employee time or other board resources, which are for trustee personal use, are not permitted.
- 2.4 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures.
- 2.5 The Board assumes no obligation to reimburse expenses that do not comply with this policy.

- 2.6 A detailed breakdown of trustee expenses and any required explanation must be posted quarterly on the Board website.
- 2.7 It is the policy of the Board to include the total amount reimbursed to trustees in a public report published annually in November for the previous budget year.