



TRUSTEE EXPENDITURES

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 January 1, 2020)</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 – Expense Reimbursement</i> <i>Administrative Procedure 4381 – Travel and Meals Expenditures</i> <i>Administrative Procedure 4382 – Hospitality Expenditures</i> <i>Administrative Procedure 4383 – In-Service Expenditures</i> <i>Board Policy 3008 – Use of Board Resources During the Election Campaign</i>
Effective Date:	<i>March 2007</i>
Revisions:	<i>June 18, 2018, February 8, 2021, February 9, 2026</i>
Reviewed:	<i>March 20, 2017</i>

1. Purpose

- 1.1 The Education Act provides for reimbursement to members of the Waterloo Region District School Board (WRDSB) trustees for expenses incurred while on WRDSB business or for professional development.

2. Application

- 2.1 Reimbursement will be in accordance with Administrative Procedure (AP) 4380 – Expense Reimbursement, AP 4381 - Travel and Meals Expenditures, AP 4382 - Hospitality Expenditures and AP 4383 In-Service Expenditures.
- 2.2 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 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 – Expense Reimbursement, and AP 4381 - Travel and Meals 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 annually on the Board website.
- 2.7 The WRDSB will publicly report the total amount reimbursed to trustees annually.