



TRAVEL, MEALS AND HOSPITALITY EXPENDITURES – STAFF

Legal References: *Education Act: Section 171(1)17. Powers of Boards: Membership Fees and Travelling Expenses*
Section 286(1)(i) Duties of Supervisory Officers: Supervise Business
Broader Public Sector Expenses Directive (Effective April 1, 2011)
Ministry Memo 2006:B15 – School Board Expenditure Guidelines
Broader Public Sector Accountability Act, 2010

Related References: [Administrative Procedure 4380 – Travel, Meals and Hospitality Expenditures](#)
[FS-19-AS5 Request for Reimbursement of Expenses](#)

Effective Date: *March 2007*

Revisions: *June 16, 2014, March 7, 2016, January 21, 2019*

Reviewed: *June 19, 2017, March 21, 2022*

1. Preamble

- 1.1 The policy that follows outlines the role and responsibilities of staff and their supervisors when travel, meals, hospitality expenditures or other out-of-pocket expenses made by an employee are to be paid or reimbursed.

2. Travel, Meals and Hospitality Expenditures

- 2.1 It is the policy of the Waterloo Region District School Board (WRDSB) to pay or reimburse employees 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 WRDSB will reimburse employees for travel, meals, accommodation expenses, other business expenses and hospitality expenditures incurred in carrying out their responsibilities while representing the interest of students, the community or the WRDSB.
- 2.3 All expenses to be reimbursed must be reasonable and relevant to the business activity of the WRDSB. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the WRDSB.
- 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 WRDSB assumes no obligation to reimburse expenses that do not comply with this policy or Administrative Procedure 4380.