



TRAVEL, MEALS AND HOSPITALITY EXPENDITURES – STAFF

Legal References:	<i>Education Act, R.S.O. 1990, c. E.2: Section 171(1)17. Powers of Boards: Membership Fees and Travelling Expenses</i> <i>Section 286(1)(i) Duties of Supervisory Officers: Supervise Business</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 Expense Reimbursement</i>
Effective Date:	<i>March 2007</i>
Revisions:	<i>June 16, 2014, March 7, 2016, January 21, 2019, April 13, 2026</i>
Reviewed:	<i>June 19, 2017, March 21, 2022</i>

1. Purpose

- 1.1 The Waterloo Region District School Board (WRDSB) will pay or reimburse staff for eligible out-of-pocket expenses incurred while on board business.

2. Application

- 2.1 The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the WRDSB.
- 2.2 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in administrative procedures referenced above.
- 2.3 The WRDSB assumes no obligation to reimburse expenses that do not comply with this policy or administrative procedures referenced above.