



Administrative Procedure 4383 IN-SERVICE EXPENDITURES

Responsibility:	Superintendent of Business Services and Treasurer of the Board
Legal References:	<u>Education Act, R.S.O. 1990, c. E.2: Section 171(1)17. Powers of Boards:</u> <u>Membership Fees and Travelling Expenses</u> <u>Broader Public Sector Expenses Directive (Effective January 1, 2020)</u> <u>Ministry Memo 2006:B15 – School Board Expenditure Guidelines</u> <u>Ministry Memo 2009:B8 – Trustee Expense Guideline</u>
Related References:	<u>Board Policy 3001 – Travel, Meals and Hospitality Expenditures – Trustees</u> <u>Board Policy 4015 – Procurement Cards</u> <u>Board Policy 5009 – Travel, Meals and Hospitality Expenditures – Staff</u> <u>Administrative Procedure 4360 – Principles of Business Conduct for Board Employees</u> <u>Administrative Procedure 4380 – Expense Reimbursement</u> <u>Administrative Procedure 4381 – Travel and Meals Expenditures</u> <u>Administrative Procedure 4382 – Hospitality Expenditures</u> <u>Administrative Procedure 4400 – One-Over-One Approvals</u> <u>Administrative Procedure 4980 – Single Use Commercially Bottled Water</u> <u>Online Expense Reimbursements</u>
Effective:	October 1, 2025
Revisions:	September 2026
Reviewed:	

1. Preamble

As a publicly funded institution, the Waterloo Region District School Board (WRDSB) endeavours to use its resources prudently and responsibly, with a focus on accountability and transparency.

For an expense to be eligible, it must:

- Clearly support WRDSB business objectives and align with the WRDSB's vision, mission and strategic priorities.
- Include sufficient supporting documentation and approvals.
- Be economical with due regard for health and safety.
- Adhere to WRDSB policies and procedures, in addition to applicable funding source restrictions.

For the purposes of this administrative procedure, the term in-service refers to someone who is currently employed and participating in a training program or activity related to their job.

2. Meetings and Training

Meal Expenses for Group Events

- 2.1. This section applies to events where WRDSB is providing meal(s) including group meetings for the purpose of professional development, workshops, in-servicing of staff, conferences and school/community events. One-over-one pre-approval is required for these types of events (see Administrative Procedure 4400 – One-Over-One Approvals).
- 2.2. During the course of the year, lunch, dinner and/or refreshments may be provided during the in-service to staff.
- 2.3. The following parameters must be followed:
 - 2.3.1. Staff meetings and school calendar PD days do not qualify as in-service or workshops.
 - 2.3.2. The in-service must extend for the **majority** of the working day for lunch to be provided.

This means the meeting is *equal to or greater than 5 hours in duration*, and must include at least 2 hours of active meeting time on *both* ends of the lunch hour (12-1).
- 2.4. Breakfast cannot be offered for any WRDSB sponsored event.
- 2.5. Refreshments (beverages only) can be extended prior to the start of the in-service, however, no refreshments are to be provided during breaks. (This includes half-day sessions).
- 2.6. Dinner can be provided for events ending 3 hours after the normal end of the business day when staff do not have the opportunity to leave the premises for a meal. For example (Meet the teacher, Kindergarten night, committee meetings).
- 2.7. Individuals charged with the responsibility to plan and organize a board-approved event shall ensure that the expenses incurred are economical, transparent and modest. The maximum rate (per person) for such events, including taxes, gratuities, delivery and service charges are as follows:

Drinks: \$5.00
Lunch: \$15.00
Dinner \$25.00

The daily maximum for board sponsored group events is \$25.00.

Where a staff member schedules a meeting over breakfast, lunch or dinner with another staff member, expenses will not be reimbursed. This is considered personal and should be paid by the individuals.

3. Submitting Expenses

- 3.1. All expenses must be submitted for review and approval using the online Expense Reimbursement Form and require the authorization from the requesting employee's immediate supervisor and/or the person responsible for the budget account being charged with the expense.