

SECTION 2: BYLAWS/TRUSTEES/COMMITTEES

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Pursuant to the Education Act, school boards are permitted to provide honoraria to their publicly elected or appointed trustees for their services. The Education Act also permits the reimbursement of Trustee expenses incurred in connection with carrying out the responsibilities of a board member. The Algoma District School Board recognizes the need for trustees to attend meetings, conferences, workshops and other Board approved business and be reimbursed for approved expenses. All expenditures must be reasonable and transparent.

The Board will reimburse claimants for expenditures, accompanied by original receipts upon completion of a Travel Expense Report Form, subject to the following:

Conference Attendance:

Conferences must be pre-approved by Board resolution. In special circumstances, where it was not feasible to receive prior approval (i.e. sudden Ministry Meeting request), all Trustees will be informed by e-mail for concurrence and then subsequent approval will follow at the next possible Board meeting.

Each Trustee will be allocated a maximum annual budget of \$5,000 for the fiscal year (September 1st to August 31st) to attend OPSBA conferences (i.e. Public Education Symposium, Labour Relations Symposium, Northern Regional Conference and the Annual General Meeting) or professional development activities. The allotment will not be cumulative or transferable. Exceeding this allotment will need the approval of the Board. To be equitable to trustees in the eastern and northern geographical areas of the Board, travel to Sault Ste. Marie in order to attend conferences shall not be charged to the Professional Development allotment.

If there are special requests (i.e. by the Ministry or special committees – OPSBA Board member) for Trustee attendance, this will be approved by Board resolution but will not count toward the Professional Development budget allotment for Trustees.

Accommodations:

When accommodation is required, preference will be given to travel services and accommodation that provide specially negotiated rates (such as government rates or special conference rates). Itemized receipts are required for hotel room reimbursements (this includes meal charges on hotel invoices). Claimants who choose to stay in alternate hotels costing more will be reimbursed only at the rate of a Board-approved hotel unless the best priced hotel is fully booked.

Private stays with friends or family are acceptable and a cash payment or gift may be provided to the friends or family as follows:

- A maximum of \$50 per night is allowed for accommodation including any meals with friends or family, in lieu of commercial accommodation. Instead of a receipt, you must ensure your expense claim form identifies the purpose of the trip, the host's name and the number of days you stayed;
- The \$50 value may be given in the form of a small gift (which must be accompanied by a receipt) or by cash or cheque.

Allowable expenses include accommodation, required/reasonable telephone calls, parking, internet services, and hotel food services subject to meal allowance provisions. Ineligible expenses include upgrades to hotel rooms, movies, mini-bar charges, bar charges, valet parking and charges incurred by a family member or guest.

Meals:

Meals will be reimbursed to a daily maximum of \$65 per day accompanied by original receipts. The daily rate is inclusive of all taxes and gratuities. Meals are often provided as part of the meeting or conference. If a conference meal is provided and the individual purchases a separate meal outside of the conference, this additional purchase will require a reasonable explanation and will be subject to the approval of the Chair of the Board.

The reimbursement of alcohol is not permitted.

Transportation:

For attendance at Board meetings (i.e. meetings called for attendance by the whole Board), trustees will be reimbursed for travel to/from a trustee's residence to/from the Board Meeting location (i.e. Education Centre in Sault Ste. Marie) by a kilometer rate established through Board protocol.

For attendance at school functions or school visits which are considered voluntary for Trustee participation, Trustees will not be reimbursed for this travel without the approval of the Board prior to the function occurring. In rare cases, if time does not allow for prior approval by the Board, this approval may be granted by the Chair of the Board. In certain circumstances, where the Board requires the attendance of a Trustee for School, Board or Community functions, which are approved by the Chair of the Board, Trustees would be reimbursed for Travel. If the Board is going on Board business and the Board feels it is necessary to have Trustee attendance, this travel would be reimbursed if approved in advance. Travel for legislated meetings of the Board (i.e. SEAC and Suspension/Expulsions) will be reimbursed by the Board through kilometer rates established by the Board.

For conferences out of town, airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals. A rental vehicle with insurance and associated gas expenses is encouraged by the Board when these costs are less than the kilometer reimbursement for using a personal vehicle. The claimant will be reimbursed ***for the lesser of the kilometer rate or the most economical travel alternative* (see below)***. Wherever possible, carpooling to common destinations is encouraged.

For all travel, the costs of damage to personal vehicles including insurance deductibles will be the responsibility of the claimant. The Board will not reimburse traffic and parking violations or any other fines.

The kilometer rate is updated quarterly to reflect market prices of fuel.

Family Member:

When a family member accompanies the claimant on Board business, the Board shall not incur any additional costs as a result of accommodation, meals or travel. Costs associated with another person accompanying a Trustee will be at the individual's own expense.

Advances:

The claimant will be expected to pay the costs of travel when incurred and be reimbursed for costs by submitting an employee expense form to the Business Department within 30 days of returning from a function. Advances may be given for extenuating circumstances and must be approved by the Chair of the Board and the Director of Education or designate. Expense forms must be completed and if expenditures are greater than the advance, a reimbursement cheque must be submitted to the Board.

Hospitality:

Hospitality at Board expense may be extended under rare circumstances. Hospitality expenditures should be necessary and reasonable and approved by the Chair of the Board and the Director of Education prior to the occurrence of the expense. Expenditures should be supported by receipts and the names of individuals; their roles and the nature of the hospitality should be clearly stated. Reasonable expenditure of alcohol at these events may be approved by the Chair of the Board and the Director of Education.

Equipment:

Upon request, each trustee (exclusive of Student trustees) will receive a laptop, a fax machine, a phone fax line and internet access paid by the Board. Upon duties of the trustee ceasing, the equipment will be returned to the Board office. The purchase of any equipment or supplies will be done through the Purchasing Policy through the Secretary to the Superintendent of Business.

Geographic/Distance Allocation:

This allocation is determined as part of the Trustee Honorarium Policy (2.11) of the Board and is established in each election year through recommendations provided by the Citizen's Advisory Group. A new Citizen's Advisory Group may revise these items each election year.

Please refer to Section 7.0 of Policy 2.11 for its application.

A claim for geographic allocation is submitted separately through the Travel Expense Report of the Board.

Credit cards:

Since all supplies and office equipment is procured through the Board, credit cards or purchasing cards are not issued for trustee use.

Election Campaigns - Advertising and Promotional expenses:

In accordance with the [Municipal Elections Act](#) [Section 70 (4) 2], a local Board, is prohibited from making any contributions to support an election campaign. Examples of ineligible expenditures would be advertising or newsletters.

Gifts of Appreciation:

Under rare circumstances, the costs of reasonable gifts of appreciation may be reimbursed if pre-approved by the Chair of the Board and the Director of Education.

Process:

Reimbursement shall be made through the Board's travel expense report form in cases of travel and the Board's internal requisition form in cases of any other expenses. To substantiate reimbursement, the claim form is supported by:

- Original receipts including proof of payment (Credit card vouchers not accompanied by a receipt are not sufficient for reimbursement).
- Signature of the claimant and the person approving the claim.
- Details of the event being reimbursed.

* For conferences and out-of-town activities for which Trustees are authorized to attend, qualifying travel expenses (e.g. airline tickets, taxis, bus fares, parking fees) will be reimbursed to participating Trustees as per relevant ADSB policies and Ministry guidelines. Reimbursement will be based on the most practical and economical contemporaneous travel option available, respecting the schedule and geography factors impacting an individual Trustee's travel itinerary.

Approval:

The Chair of the Board will approve Trustee travel and expenditures. In the absence of the Chair of the Board, the Vice-Chair will approve Trustee expenses. In the case of the Chair of the Board, the Vice-Chair and the Director will approve travel and expenditures.

If there is any dispute or question about the eligibility of an expense, the Chair, in consultation with the Director and/or Executive Superintendent of Business, shall have sole discretion for approval, having considered geographical and/or other factors impacting a Trustee's travel. At the Trustee's request, the matter may be appealed to the whole Board for a final resolution (in camera).

Reporting:

Each Trustee's annual expenditure is reported to the Board annually. Trustees will have access to their individual reports upon request (i.e. monthly/quarterly) to ensure accuracy of expenses.