



BOARD OF TRUSTEES PROCEDURES	
Adopted	November 25, 2014
Last Revised	
Board Motion	14-R107

TRUSTEE EXPENSES

1. REPORTING

A report on each individual trustee's expenditures will be provided at the November Board meeting, and posted on the Board's website.

2. CONFERENCES

2.1. Through a duly passed motion, trustees may attend conferences at Board expense to a maximum annual amount of \$7,000. Board approval to attend a conference(s) does not constitute financial approval in excess of the maximum annual amount. After attending a conference trustees are encouraged to provide a Conference Report.

- a) **Registration Fees:** The Board will pay for the registration fee for attending conferences related to Board business and for which prior approval of the Board has been obtained. Such fees must not exceed the approved maximum annual amount
- b) **Submission of Claims:** Claims for conference expenses must be submitted on the appropriate expense claim form including original, itemized receipts within 30 days of the conference. Payment of conference expenses in excess of the maximum annual amount will automatically be deducted from the trustee honorarium.
- c) **Advances:** Trustees who request a travel cash advance to attend conferences outside of the Rainbow District School Board's jurisdiction from the Superintendent of Business will submit claims on the appropriate expense claim form including original itemized receipts within 30 days of returning from a conference. Any amount owing will be withdrawn from the trustee honorarium. The consequence for not submitting receipts within 30 days of returning from a conference will be the automatic withdrawal of due funds from the trustee honorarium.

d) The above directive does not refer to the student trustee(s).

3. BOARD PROVISIONS

3.1. The following equipment is provided by the Board, and must be returned when the trustee is no longer in office.

- Desktop or laptop computer
- Printer (toner cartridges will be replaced as needed)
- Fax machine
- Computer paper
- Residential internet connectivity
- Residential fax line (excluding costs associated with the use of the fax line as a telephone line)
- Cell phone (Chair of the Board only) including charges for Board business only (text messaging and long-distance calls)

4. TRAVEL

4.1. Video conferencing may be used where appropriate to minimize costs.

4.2. The most economical mode of transportation must be used whenever possible.

4.3. Shared transportation is encouraged whenever possible. When trustees travel together to the same destination, only one claim per vehicle for kilometres travelled is allowed. Trustees will be reimbursed at the rate per kilometer approved by the Board.

4.4. The Board assumes no responsibility for costs incurred in the use of personal vehicles except for the rate per kilometre approved by the Board.

4.5. Economy (coach) class is to be the standard option for train or air travel.

4.6. Trustees will be reimbursed for travel on Board business at the rate per kilometre approved by the Board.

4.7. Travel on Board business includes:

- a) travel to/from Board and Board Committee meetings;
- b) travel to/from specific functions which trustees are invited to attend i.e.; graduations, award ceremonies, school council meetings, school plays, school concerts, school presentations, and the Board's annual recognition function for its retirees; and
- c) travel to and from out of town conferences.

4.8. When travelling outside of Rainbow District School Board's jurisdiction, an incidental allowance of \$20/day will be paid for unreceiptable expenses

4.9. Effective September 1, 2014, the rate per kilometer approved by the Board is \$0.50.

5. MEALS

- a) Reimbursement for alcohol is not permitted.
- b) All claims for meal reimbursements must be supported by original itemized receipts.
- c) Trustees may claim meal expenses for Board business outside the Rainbow District School Board (RDSB) jurisdiction to a maximum as follows: breakfast \$10, lunch \$20 and dinner \$35. These rates include all taxes and tips/gratuities. When eligible to claim more than one meal for any day, the combined maximum rates may be allocated between the meals. For example, if eligible to claim both breakfast and lunch the combined rate is \$30.
- d) When meals are not provided, trustees who attend meetings on Board business within RDSB jurisdiction in excess of a total of three (3) hours per day, may submit a claim(s) for a meal(s) as above.

6. ACCOMMODATION

- a) The cost of hotel accommodations in a standard room or conference rate, including taxes and parking fees and internet, will be reimbursed provided original, itemized receipts are attached.
- b) Expenses such as hotel movies and mini-bar contents are not eligible for reimbursement.
- c) Expenses such as phone calls and/or internet connectivity shall be reimbursed up to a maximum of \$20/day with original, itemized receipts.
- d) Valet parking can only be used where it is the only option available.
- e) Trustees who must travel in excess of 100 kilometres one way for a board activity within RDSB jurisdiction, beginning at 9:00 am or earlier, may claim the hotel accommodation in a Rainbow District School Board designated hotel, provided original, itemized receipts are submitted.
- f) If staying in a private residence, reimbursement of \$30 per night in lieu of accommodation charges may be claimed. A receipt is not required.
- g) With the approval of the Director, trustees may claim overnight accommodation at a Rainbow District School Board designated hotel following evening meetings.

7. TICKET COSTS

- a) Tickets for the Board's annual recognition function for retirees will be provided for trustees.
- b) At events where the Director requests the chair or designate of the Board to be present on behalf of the Board, the ticket will be provided.

8. ACCOUNTABILITY

- a) The Director of Education certifies that individual trustee expense claims meet the requirements of Board Policy and the Board of Trustees Procedures.
- b) Travel reimbursement and honoraria shall be by direct deposit. In the event cheques are required they shall be mailed via Canada Post and/or Board courier with regular Board mail.
- c) As per the Broader Public Sector Directive, the Director of Education or designate has the final authority.

9. TRUSTEE RESPONSIBILITIES

- a) Trustees must submit original, itemized receipts with all claims on the appropriate expense claim form. If there is no itemized receipt, a written explanation must be submitted to explain why the receipt is unavailable.
- b) Trustees shall make claims within thirty (30) days from the date which the expense was incurred.
- c) Trustees must submit all claim(s) by September 30th for the previous school year or the claim(s) may not be reimbursed.
- d) Outstanding overpayments will be deducted from the trustee honorarium.

10. PERQUISITES

- a) A perquisite or perk refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit and is not generally available to others.
- b) A perquisite is not allowable if it is not a business-related requirement. To be allowable, a perquisite must be a business-related requirement for the effective performance of an individual's job.

- c) All perquisites must be pre-approved in writing by the Director of Education or designate. Authorization and related information on approved perquisites will be retained on file for seven (7) years. Summary information on approved perquisites will be posted to the Board's internet site. Personal information will not be provided.
- d) The following are perquisites that are not permitted under any circumstance:
- club memberships for personal recreation or socializing purposes such as fitness clubs, golf clubs or social clubs;
 - tickets to cultural or sporting events;
 - clothing allowances not related to health and safety or special job requirements;
 - access to private health clinics—medical services outside of those provided by the provincial health care system or by the employer's group insured benefit plans;
 - professional advisory services for personal matters, such as tax or estate planning.
- e) The following items are not considered to be perquisites:
- provisions of collective agreements;
 - insured benefits;
 - items generally available on a non-discriminatory basis for all or most employees (e.g. Employee Assistance Program, pension plans);
 - health and safety requirements (e.g. provision of work boots);
 - employment accommodations made for human rights and/or accessibility considerations (e.g. special workstations, work hours, religious holidays);
 - expenses covered by this Board of Trustees Procedure.

11. ALL OTHER EXPENSES

If expenses other than those listed in this procedure are contemplated, these must be discussed with the Director of Education or Superintendent of Business.

12. DISPUTE RESOLUTION

In the event of a dispute about the eligibility of any expense, the trustee may contest the decision during a public session of the Board.

REFERENCE DOCUMENTS

Legal:

Broader Public Section Accountability Act 2010

Broader Public Sector Expenses Directive

Broader Public Sector Perquisites Directive

Broader Public Sector Procurement Directive

Education Act, Section 169.1 Duties and Powers of Boards

Education Act, Section 191.2: Travel Expenses

Ministry of Education Trustee Expenditure Guidelines

Board:

Rainbow District School Board Purchasing Procedures Manual

FIN 09 - Mileage Claim Form

FIN 09A – Travel Expense Claim within Board Jurisdiction Form

FIN 10 - Travel Expense Claim Outside Board Jurisdiction Form