

**ADMINISTRATIVE PROCEDURE
BUSINESS ADMINISTRATION**

Effective:	September 1, 2014
Last Revised:	December 12, 2024

**TRAVEL, MEAL, ACCOMMODATION,
HOSPITALITY, GIFT, AND PERQUISITE EXPENSES**

1. PURPOSE

Rainbow District School Board reimburses staff members and other authorized persons for out-of-pocket expenses incurred to attend a board related activity.

This administrative procedure has been developed to promote financial integrity, accountability, and transparency and to ensure that the support and expense reimbursement provided by the board is reasonable and appropriate.

2. APPLICATION

This administrative procedure applies to authorized person(s) making an expense claim for approved costs while carrying out their duties.

PROCEDURES**3. General Directives**

- 3.1.** Managerial discretion is the administrative authority to make decisions and choices with some degree of flexibility, while maintaining compliance with legislation, Board policies, and the Director of Education's administrative procedures.
- 3.2.** Rainbow District School Board provides for the reimbursement of travel, meal, accommodation, hospitality, and gift expenses while on approved board business.
- 3.3.** Registration fees for approved professional learning activities will be reimbursed by the board.
- 3.4.** The board will provide an annual recognition function for its retirees.

4. Accountability**4.1. Claimants must:**

- a) obtain approval at an appropriate level of authority as outlined in section 5 before incurring expenses;
- b) 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
- c) make claims within thirty (30) days from the date which the expense was incurred;
- d) repay any overpayments; and
- e) ensure that any claim involving groups does not include the expenses of the approver of the claim with the result that the approver would thereby approve his/her own expenses.

4.2. Approvers of expenses must:

- a) provide approval for reasonable expenses that were incurred in the performance of board business;
- b) provide approval for claims that include all appropriate documentation (e.g. original itemized receipts); and
- c) not approve their own expenses.

5. Approval Authority**5.1. All approvals will be evidenced by the signature or initials of the appropriate authority.****5.2. Any travel claim related to Professional Development must:**

- Be supported by a system message from a Superintendent inviting educators to apply for the professional learning opportunity;
- Be approved by the claimant's direct supervisor;
- Be approved by the Superintendent or Director authorizing the expenses through their respective budget

5.3. The following schedule identifies the delegated approval authority required for board business requests and claims, by position.

Local (within board's jurisdiction)	Provincial (outside board's jurisdiction)	Canada (outside of Ontario)	International (outside of Canada)
Supervisor	Supervisor	Superintendent	Director

6. Travel Expenses

- 6.1. Video conferencing will be used where appropriate to minimize costs.
- 6.2. Staff members will be reimbursed for travel on board business at the per-kilometre rate of reimbursement based on the Canada Revenue Agency (CRA) mileage rate (updated annually by calendar year), provided that the appropriate expense claim form is submitted.
- 6.3. The board assumes no responsibility for costs incurred in the use of personal vehicles except for the rate per kilometre noted in 6.2.
- 6.4. Staff members will not be reimbursed for travel to and from home.
- 6.5. The most economical mode of transportation must be used. An assessment of a rental car from the board approved vendor is acceptable.
- 6.6. Shared transportation is encouraged whenever possible. Carpool drivers (with one or more passengers) will be reimbursed according to the board approved kilometre rate noted in 6.2. One claim per vehicle for kilometres travelled is allowed when staff members travel together to the same destination. A direct supervisor may adjust the claim, accordingly, subject to section 7.2.
- 6.7. Economy class is to be the standard option for train or air travel.
- 6.8. Valet parking will only be reimbursed where it is the only option available.
- 6.9. The Superintendent of Business may approve a monthly travel allowance, in lieu of submitting travel expense claim forms, for travel on board business. The monthly travel amount will be calculated based on an estimate of actual kilometres driven on board business.

7. Travel within Rainbow District School Board

- 7.1. The distances between board sites are provided in the Rainbow District School Board mileage program.
- 7.2. Single drivers driving to an activity where more than one staff member from the same worksite is required to attend, will receive half of the rate per kilometre approved by the Board, as per section 6.6.
 - 7.2.1. Leaving the worksite during the day:
Travel will be reimbursed from the regular worksite to the activity site and return to the regular worksite.
 - 7.2.2. Reporting directly to activity site:
If greater than 30 kilometres away from the regular worksite, travel will be reimbursed at the lesser of the actual kilometres travelled or the number of kilometres from the regular worksite to the activity site.

8. Meals

- 8.1.** Reimbursement for alcohol is not permitted.
- 8.2.** Meals will not be eligible for reimbursement when normal duties require a staff member to travel within the board's jurisdiction.
- 8.3.** Meals will not be eligible for reimbursement if meals are being provided as part of a conference, professional development session, or business meeting.
- 8.4.** While on approved board business, the cost of meals will be reimbursed provided that the appropriate expense claim form is submitted.
- 8.5.** All claims for meal reimbursements must be supported by original itemized receipts.
- 8.6.** Staff members may claim meal expenses to a maximum of: breakfast \$10; lunch \$20; and dinner \$35. These rates include all taxes and tips/gratuities.
- 8.7.** 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.

9. Accommodation

- 9.1.** While on approved board business, the reasonable cost of hotel accommodations in a standard room or conference rate for the staff member, including taxes, will be reimbursed.
- 9.2.** The most economical means of accommodation must be reserved.
- 9.3.** Shared accommodations are encouraged.
- 9.4.** A direct supervisor may adjust the claim, subject to sections 9.2 and 9.3.
- 9.5.** Expenses including, but not limited to the following, are not eligible for reimbursement: hotel movies; mini-bar contents.
- 9.6.** When travelling 100 kilometres or more one way for a board activity within the board's jurisdiction that begins at 9 am or earlier, hotel accommodations may be claimed at a Rainbow District School Board designated hotel.
- 9.7.** If staying in a private residence, reimbursement of \$30 per night in lieu of accommodation charges may be claimed. No receipt is required.

10. Hospitality

Hospitality is the provision of food, beverages, accommodation, transportation, or other amenities provided to individuals not employed by the board. The board will not reimburse for hospitality expenses unless approved by the Director of Education or designate.

11. Gifts

11.1. Gifts should reflect educational goals.

11.2. Reimbursement for gifts must be claimed on a cheque requisition form outlining the circumstances warranting the gift, name and position (if applicable) of the recipient, with original itemized receipts attached. Gifts are a taxable benefit and will be reported on the respective T4.

11.3. All gifts provided to staff members must be approved by a Superintendent or the Director of Education.

11.4. Appropriate gifts, valued up to \$50, may be offered in exchange for service or expertise to persons who are not employed by the board. Gifts will be limited to two gifts per individual per year. Gifts valued above \$50 must be approved by a Superintendent.

12. Expenses for Consultants and other Contractors

12.1. Consulting services are the provision of expertise or strategic advice that is presented for consideration and decision-making by an entity or a person that is under an agreement and not employed by the board.

12.2. Consultants and other contractors will not be reimbursed for hospitality, incidental or food expenses, including:

- meals, snacks and beverages;
- tips/gratuities; and
- personal telephone calls.

12.3. Reimbursement for expenses can be claimed only when the contract with the board specifically allows it.

13. Perquisites

13.1. A perquisite, or “perk”, refers to a privilege that is provided to a staff member or to a group of staff members, provides a personal benefit, and is not generally available to others.

13.2. 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.

13.3. 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 on the site.

13.4. The following are perquisites that are not permitted under any circumstance:

- club memberships or daily fees 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 board's group insured benefit plans; and
- professional advisory services for personal matters, such as tax or estate planning.

13.5. 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 staff members (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); and
- expenses covered by this procedure.

REFERENCE DOCUMENTS**Legal:**

Broader Public Sector 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: Effective Stewardship of Resources
Education Act, section 283 Chief Executive Officer: Maintain Effective Organization
Education Act, section 286 Duties of Supervisory Officers: Supervise Business Functions
Ontario Regulation 612/00 School Councils, Parent Involvement Committees: Remuneration

Board:

Board Policy No. GOV-03 Role of the Corporate Board: Fiscal Responsibility
Board Policy No. GOV-06 Role of the Director of Education: Fiscal Responsibility
Board Policy No. GOV-14 Parent and Community Relations
Rainbow District School Board Governance By-Laws
Rainbow District School Board Purchasing Procedures Manual
Administrative Procedure School Councils
Administrative Procedure Stewardship of Resources
FIN 09—Mileage Claim
FIN 09A—Travel Expense Claim within Board Jurisdiction
FIN 10—Travel Expense Claim outside Board Jurisdiction
Computerized Mileage Program