

**MOOSE FACTORY ISLAND  
DISTRICT SCHOOL AREA BOARD**

<b>BOARD POLICY NO. GOV-21</b>	
Approved	September 2, 2014
Last Revised	
Board Motion	14-09-131

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**TRUSTEE EXPENSE REIMBURSEMENT**

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**1. PURPOSE**

The Moose Factory Island District School Area Board provides support services and equipment required by trustees to carry out their responsibilities as members of the Board. The Board also reimburses trustees for travel on Board business, conference activities, and other specified out-of-pocket expenses incurred in carrying out their duties.

As elected officials, members of the Board are guardians of the public trust. This policy has been developed to promote financial integrity, accountability, and transparency and to sustain public confidence that the support and expense reimbursement provided to trustees is reasonable and appropriate.

**2. DEFINITIONS**

**Board Business:** Board business includes the following:

- a) Board and Board committee meetings;
- b) events in support of the school authority board and Ministik School;
- c) trustee association meetings or events; and
- d) events or professional development opportunities that allow trustees to become knowledgeable and remain current with educational trends and directions.

**Ontario Public School Boards' Association (OPSBA):** The Ontario Public School Boards' Association represents public district school boards by helping member boards fulfill their mandates and providing a voice for public education in Ontario.

**3. POLICY**

It is the policy of the Moose Factory Island District School Area Board that members of the Board will be provided with support services and equipment to assist them with their responsibilities. The Board will also reimburse trustees for expenses incurred in performing their duties at rates established by the Board, as provided in the *Education Act* and as set out in this policy and related documents.

The Board will review the rates annually in November of each year for the next upcoming calendar year.

#### 4. SPECIFIC DIRECTIVES

##### 4.1 Equipment and Support Services

- 4.1.1 Board members will be provided with the following equipment and associated services throughout their term of office:
- a) home based computer;
  - b) printer;
  - c) cell phone; and
  - d) other supplies and services required to effectively perform their duties.
- 4.1.2 The supplies and services will be paid directly by the Board or reimbursed for approved out-of-pocket expenses when supported by appropriate receipts.
- 4.1.3 Credit card vouchers must be accompanied by a receipt.
- 4.1.4 All equipment and services will adhere to Board standards.
- 4.1.5 At the end of their term, trustees will return all equipment to the Board unless they exercise their option to purchase the equipment at fair market value and take over direct payment for related supplies and services. Fair market value shall be 10% of the original cost of the equipment. The minimum purchase price shall be \$200. All services, if any, attached to the equipment will be transferred to an account to be paid directly by the trustee.

##### 4.2 Travel Expenses in Performance of Trustee Duties

- 4.2.1 Board members shall be reimbursed at the Board-approved rate for travel expenses incurred while on Board business. For the purpose of distance calculations, trustees' working base shall be their home.
- 4.2.2 Form GOV-21-01 Trustee Travel and Accommodation Expense Claim will be used by trustees for the submission of approved travel expenses. Rates of reimbursement for the authorized use of personal vehicles on Board business are noted on the form.

##### 4.3 Workshops and Conferences

- 4.3.1 Board members attend educational conferences, conventions, or workshops to become knowledgeable and remain current with educational trends and directions. Ontario Public School Boards' Association events such as the annual business meetings, regional meetings, the labour relations symposium, and/or executive/committee meetings are examples of valuable opportunities.
- 4.3.2 The budget amount for workshop and conference expenditures is set annually by the Board through the budget process and is to be divided among Board members. Board members may transfer funds to the conference account of another Board member in order to address an identified need.

- 4.3.3 When prior approval of the Board through a duly passed motion has been granted to attend a conference, workshop, seminar, or training course away from the district, or when the chair and/or vice-chair, at the discretion of the supervisory officer, has been requested to attend a meeting outside the district, expenses shall be reimbursed upon submission of Form GOV-21-02 Trustee Travel and Accommodation Expense Claim, with receipts for all expenses.
- 4.3.4 Advance discounts should be realized on registration fees where possible.
- 4.3.5 Cash advances for travel may be provided to trustees who are unable to use their own credit and under extenuating circumstances.
- 4.3.6 Workshop and conference expenditures may include:
- a) course, conference, or workshop registration;
  - b) travel to the event;
  - c) standard hotel accommodation; and
  - d) meals for the registrant not included in the registration fee.
- 4.3.7 Travel costs to and from the place where the event is being held will be reimbursed as follows:
- a) if by air, economy class fare, or special discount fares if available, plus ground transportation;
  - b) if by personal vehicle, the current per kilometer reimbursement rate applied to the distance from community to community as established by an official Ontario or Canadian road map;
  - c) if by vehicle rental, the trustee will be reimbursed for rental fees and gas, therefore the vehicle must be returned full as required.
  - d) parking fees for the days of the event and the previous evening if necessary;
  - e) meals to the maximum of the rates established by the Board for breakfast, lunch, and dinner;
  - f) meals to the maximum of the rates established by the Ministry of Education for breakfast, lunch and dinner where supported by receipts;
  - g) other necessary and reasonable out-of-pocket expenses when supported by appropriate receipts.
- 4.3.8 Trustees will be reimbursed for hotel accommodation for the days of the event and the previous evening if necessary because of distance or weather. Such accommodation is to be at the hotel in which the event is taking place or in similarly priced accommodations. Private stays with friends or family are acceptable and a cash payment or gift at an amount established by the Board may be provided to the friends or family.
- 4.3.9 Reimbursement for alcohol and parking fines is strictly prohibited.
- 4.3.10 It is the responsibility of the Board to monitor the individual accounts that make up the total Board's budget for these expenditures.
- 4.3.11 Any part of the Board's budget for trustee expenditures that remains at the end of a fiscal year will be treated like any other cost savings in the Board's overall budget.

4.3.12 During the school year in which an election is held, twenty-five (25) per cent of the annual allocation will be allotted to trustees. Once the new Board is sworn in, the remaining seventy-five (75) per cent will be released.

#### 4.4 Disallowed Expenses

4.4.1 The following expenses are the responsibility of the supervisory officer and are not considered for trustee reimbursement:

- advertising and promotion;
- providing gifts to retirees or to those rendering a service to the Board;
- Board hospitality, for example, at recognition and retirement functions.

4.4.2 Costs associated with attendance at fundraising or political events are the responsibility of the trustee attending and will not be considered for reimbursement.

#### 4.5 Submission and Approval

4.5.1 The chair of the Board approves trustee expense claims. The Business Administrator/Treasurer of the Board approves the chair's expense claims. Before a payment is processed, the Business Administrator shall confirm that the expense claim meets the requirements of Board policy and has received appropriate authorization.

4.5.2 The appropriate expense claim form must be submitted within thirty days of the expense being incurred in the case of a conference or workshop or other such single event, and fifteen days in advance of the conference or workshop if an advance is requested. There will no reimbursements made after August 31<sup>st</sup>.

4.5.3 All other expense forms are to be submitted on a monthly basis.

4.5.4 Each trustee's annual expenses shall be published in December of each year.

4.5.5 All documentation shall be retained in accordance with the Board's record retention policy.

4.5.6 No trustee, including the chair of the Board, shall have a Board purchasing card.

4.5.7 Reimbursable expenditures are those that relate directly to Board business. Disputes about the eligibility of any expense shall be directed to the Business Administrator who will reference the Broader Public Sector Expense Directive. If a satisfactory resolution is not reached, then the affected party shall contest the decision during a public session of the Board.

**REFERENCE DOCUMENTS*****Legal:***

*Education Act, section 191 Honoraria and Travel Expenses for Board Members*

*Education Act, section 234 Legislative Grants*

*Broader Public Sector Accountability Act 2010*

Broader Public Sector Expenses Directive

Ontario Regulation 357/06 Honoraria for Board Members

***Board:***

Board Policy GOV-03 Role of the Corporate Board

Form GOV-21-01 Trustee Travel and Accommodation Expense Claim

Administrative Procedure 525 Staff Travel Expense Reimbursement

Form ADMIN 525-01 Staff Travel Log and Expense Claim

Form ADMIN 525-02 Staff Travel and Accommodation Expense Claim

Administrative Procedure 500 Financial Integrity

Administrative Procedure 502 Budget Preparation and Review