

Greater Essex County District School Board

Regulation : Trustee Expenses

Reference No: R-BA-28

1. Trustee Honouraria

The approved honouraria for Trustees shall be in accordance with the Education Act and Regulations.

2. Kilometrage

6. Expense/Travel Procedures

This section outlines the allowable expenses for which Trustees will be reimbursed and the method to claim reimbursement.

Hotels

- ¾ Taking advantage of special rates, such as government rates and conference rates, for hotel rooms is strongly encouraged where practical.
- ¾ Allowable expenses (supported by detailed original hotel invoice; a debit/credit card slip alone is not acceptable):
 - Accommodation (standard rate only)
 - Required telephone calls, faxes, internet
 - Parking
 - Tips and gratuities.
- ¾ Non-allowable expenses:
 - Movies
 - In-room beverages and snack items
 - Personal alcohol/bar charges
 - Fitness facility charges and
 - Any other non-approved charges.

Travel Costs

- ¾ Trustees shall use the most practical and economical method of travel.

Travel Costs – Train/Bus

- ¾ Claim supported by train or bus ticket or e-ticket receipt (a debit/credit card slip alone is not acceptable).
- ¾ VIA Business train travel is acceptable with prior approval from the Chairperson or designate (due to the reduced waiting times in line, the ability to work and the inclusion of meal costs).

Travel Costs – Auto/Kilometrage

- ¾ All reimbursement for Board related travel shall be on the basis of the Board approved amount per kilometre, as

Cash Advances

- ¾ May be provided to Trustees to cover instances where the Board purchasing/credit card is not accepted.
- ¾ Reasonable and supported amounts may be advanced.
- ¾ 'Request for Travelling Advance' form needs to be submitted to the Chairperson through the Director's Office for approval.
- ¾ The Chairperson or designate must approve the Trustee request on the completed form.
- ¾ The Vice-Chairperson or designate must approve the Chairperson's request on the completed form.
- ¾ Approved forms are then submitted to the Superintendent of Business for payment.
- ¾ Receipts must be submitted within ten days supporting the expense claim following attendance at conference, workshop, and meeting.

7. Other:

At any time, a Trustee can obtain prior approval from the Board if there is uncertainty with respect to any expenditure for which they will be requesting reimbursement.

8. Student Trustees' Expenses:

Student Trustees shall follow the provisions of this Policy and Regulation.

All expense reports of Student Trustees shall be approved by the Director of Education.

- ¾ Approvers should consider whether the request is able to stand up to scrutiny by the auditors and members of the public, properly explained and documented, fair and equitable, reasonable, and appropriate.

Enforcement of Policy

- ¾ The individual designated for approval is responsible for ensuring claims for reimbursement conform to those procedures.
- ¾ The Business Department will also review submissions and will return non-conforming claims.
- ¾ The Chairperson/Vice-Chair-person, Superintendent of Business or the Director of Education can refer a claim to the Board for approval at any time.
- ¾ All purchases must be in accordance with the Purchasing / Credit Card Program Administrative Procedure AP-BA-10, and related Policy P-BA-01 and Regulation R-BA-01.

Trustee Expenses R -

[Appendix A](#)

Board Approved Equipment Package – Trustees

A Board approved equipment and software will be provided to all Trustees, as follows:

A standard equipment package, which includes a computer (laptop), printer, and software (Microsoft Office 365, Adobe Acrobat, etc.)