

**POLICY**

It is the policy of the Upper Grand District School Board to reimburse its Trustees for expenses incurred while on authorized Board business. Such reimbursements shall promote financial integrity, be reasonable and transparent and shall have appropriate accountability and reporting mechanisms.

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**Administrative Detail**

1. It is the responsibility of the Superintendent of Finance to administer this policy.
2. It is the responsibility of the Chair of the Board to ensure that Trustees are appropriately informed and comply with this policy.
3. This policy applies to all Trustees who travel or incur out-of-pocket expenses while carrying out the responsibilities of a Board Member.
4. This policy operates in compliance with all appropriate Federal, Provincial and Municipal legislation, regulations and standards.
5. This policy operates in conjunction with the following Board policies: #103 Trustee Code of Ethics, #106 Student Trustees, #302 Purchasing, #706 Corporate Credit Card, and any other applicable Board policies.
6. This policy operates in conjunction with the Reimbursement of Expenses, Purchasing and Corporate Credit Card Handbooks.
7. The Budget for Trustee Expenses will be developed during the Annual Budget Process.
8. This Policy will be reviewed every four (4) years.

**GENERAL**

1. Reimbursement of Expenses Form 701-1, included in the Reimbursement of Expenses Handbook, shall be used by all Trustees of the Board to request reimbursement.
2. Submission of the form shall be in accordance with the process described in the Handbook.
3. The Chair of the Board shall approve requests from Trustees and the Director of Education. The Superintendent of Finance shall approve requests from the Chair of the Board.
4. Original receipts shall be attached to the Reimbursement of Expenses form.
5. Trustee expenses will be reviewed by the Board's Chairs' Committee on a regular basis.
6. Trustees' annual expenses will be reported publicly.
7. At the discretion of the Board, reimbursements that do not conform with the guidelines in the Reimbursement of Expenses Handbook may be allowed.
8. Cash advances may be allowed for student Trustees attending conferences at a rate of a maximum of \$200 per conference upon the recommendation of the Board.
9. Trustees will be provided with a standard equipment package at the discretion of the Board. The package will be determined during each term of the Board by outgoing Trustees for incoming Trustees.
10. A Trustee who serves as the Chair of the Board and/or the OPSBA Director, may, during the term served as Chair and/or Director, be provided with a Purchasing Card for use to cover expenses incurred as a result of their responsibilities.

11. Reimbursement for accommodation, meals, and hospitality shall be in accordance with this Policy and the Reimbursement of Expenses Handbook.
12. Trustees may request reimbursement for meals associated with meetings, events or conferences attended on Board business out of the individual's home town.
13. Trustee travel outside of the Province of Ontario shall be approved by the Board.
14. Reimbursement for conferences and travel in Ontario and out-of-province shall be in accordance with the Handbook.
15. Trustees may claim reimbursement at a reasonable cost for one annual expression of appreciation/sympathy for staff, including flowers, lunch, etc.
16. Alcohol expenses will not be reimbursed.
17. Community expenses such as donations to a school, community groups or charities (including fund raising galas, local or political events) will not be reimbursed.
18. Individual advertising and promotion expenses for Trustees will not be reimbursed.