



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

TRUSTEE EXPENSE REIMBURSEMENTS

Rationale

The Algonquin and Lakeshore Catholic District School Board shall provide equipment and support services required by Board members to carry out their responsibilities as members of the Board.

In addition, it is recognized that conventions, conferences and other special events can provide opportunities for Trustees to improve their knowledge and effectiveness regarding educational and operational matters. The Board will reimburse Board members for workshops and conference activities and specified out-of-pocket expenses incurred in carrying out their duties.

Guiding Principles

- This policy covers all events and activities undertaken by Board members in their capacity as Trustees and covers expenditures from all sources of funding.
- Expenditures reimbursed are associated with the Board members' duties, support the objectives of the Algonquin and Lakeshore Catholic District School Board and provide a benefit to the Board.
- Trustee expenditures eligible for reimbursement must be reasonable, appropriate and transparent.
- Appropriate accounting procedures, reporting mechanisms and approvals are to be in place to ensure the expenditures are in compliance with established policies and procedures.

References

Education Act

Broader Public Sector Expense Directive

Cellular Phones and Other Handheld Wireless Communications Equipment Use Administrative Procedures

Corporate Credit Cards Policy Statement and Administrative Procedures

Travel and Expense Reimbursements Policy Statement and Administrative Procedures

Hospitality Policy Statement and Administrative Procedures

Administrative Procedures

Trustee Expense Reimbursements

Approved: April 23, 2013

Reviewed: April 25, 2017

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