



## **ADMINISTRATIVE PROCEDURES**

### **TRUSTEE EXPENSE REIMBURSEMENTS (Policy Statement: Trustee Expense Reimbursements)**

#### **Purpose**

The purpose of the Algonquin and Lakeshore Catholic District School Board administrative procedures for Trustee Expense Reimbursements is to establish criteria and procedures for the reimbursement of eligible expenses incurred by Board members while performing duties on behalf of the Board.

#### **References**

*Education Act*

*Broader Public Sector Expense Directive*

*Travel and Expense Reimbursements Policy and Administrative Procedures*

*Handheld Devices Administrative Procedures*

*Corporate Credit Cards Policy and Administrative Procedures*

*Hospitality Policy Statement and Administrative Procedures*

*Procurement Policy and Administrative Procedures*

#### **Procedures**

##### **1. Definitions**

- 1.1 Ontario Catholic School Trustees' Association (OCSTA)  
The Ontario Catholic School Trustees' Association represents Catholic district school boards by helping member boards fulfill their mandates and providing a voice for Catholic education in Ontario.
- 1.2 Board Business  
Includes the following events:
  - 1.2.1. trustee association meetings or events
  - 1.2.2. board and board committee meetings
  - 1.2.3. events or professional development that allow trustees to become knowledgeable and remain current with educational trends and directions
  - 1.2.4. community liaison activities on behalf of the Board.

## **2. Equipment**

- 2.1 Board members will be provided with the following equipment and associated services throughout their term of office:
  - 2.1.1. (laptop) with required software
  - 2.1.2. high speed internet service (internet cost is reimbursed automatically on every pay at a rate of \$22.50/bi-monthly pay).
  - 2.1.3. Trustees will receive reimbursement for business use of their cellular device in the amount of \$10.00 per month or \$120.00 per year. This payment will be made annually in December
- 2.2 All equipment and services will adhere to Board standards and be returned to the Board at the end of the member's term of office. Equipment may be purchased from the Board by the member at fair market value.

## **3. Support Services**

- 3.1 Board members will have access to the following as required to carry out their duties throughout their term of office:
  - 3.1.1. Board courier delivery
  - 3.1.2. administrative support through the Director of Education's office
  - 3.1.3. photocopying
  - 3.1.4. business cards and/or board identification
  - 3.1.5. consumable supplies for home office
- 3.2 The Chair of the Board may be issued a corporate credit card for Board business purposes. The card will only be used for purchases reimbursable under this policy and will be issued and maintained as described in the Board's Corporate Credit Card Policy and Administrative Procedures.

## **4. Reimbursable Expenditures**

- 4.1 Reimbursable expenditures are those that relate directly to Board business. Disputes about the eligibility of any expense shall be directed to the Office of the Superintendent of Finance and Business Services who will reference the current Ministry of Education Guidelines.
- 4.2 Board members may be reimbursed for travel expenses incurred while on Board business. Travel expenses include CAA Plus coverage.
- 4.3 Travel authorization guidelines and rates of reimbursement for travel on Board business are described in the Travel and Expense Reimbursements Policy and Administrative Procedures as it relates to Trustees.

**5. Workshops and Conferences**

- 5.1 The budget amount for workshop and conference expenditures is set annually by the Board through the budget process and is to be shared reasonably among Board members. This budget is managed through the Director's Office.
- 5.2 Board members may attend educational conferences, conventions or workshops to become knowledgeable and remain current with educational trends and directions.

**6. Reporting**

- 6.1 The collective Trustee expenditures for the Board will be published annually on the board's website for a period of two years.

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