



POLICY STATEMENT

TRAVEL AND EXPENSE REIMBURSEMENTS

Rationale

The Algonquin and Lakeshore Catholic District School Board is committed to an organizational culture that operates with integrity and promotes stewardship and accountability with respect to all decisions and practices.

The Algonquin and Lakeshore Catholic District School Board will reimburse employees for appropriate and approved travel and other expenses while performing duties on behalf of the Board.

Guiding Principles

- This policy applies to all Board personnel in their capacity as employees and covers expenditures from all sources of funding.
- Expenditures incurred are associated with the employee's duties, support the objectives of the Algonquin and Lakeshore Catholic District School Board and provide a benefit to the Board.
- School Board expenditures for travel, meals and accommodation and reimbursable expenses must be reasonable, appropriate and transparent.
- Appropriate accounting procedures, reporting mechanisms and approvals are to be in place to ensure that expenditures are in compliance with established policies and procedures.

References

Education Act
Broader Public Sector Expense Directive
Income Tax Act

Administrative Procedures

Travel and Expense Reimbursements
Handheld Devices

Approved: March 26, 2013

Reviewed: April 25, 2017

Reviewed: June 2019