



## **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*  
*Travel and Expense Reimbursement Policy*  
*Handheld Devices Administrative Procedures*  
*Corporate Credit Cards Policy*  
*Hospitality Policy*  
*Procurement Policy*

#### **Administrative Procedures**

Trustee Expense Reimbursements

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Approved: April 23, 2013  
Reviewed: April 25, 2017  
Approved: June 15, 2021