

BUSINESS AND BOARD ADMINISTRATION	3000
EXPENSE AND TRAVEL REIMBURSEMENT POLICY	3074

1. Rationale

It is the objective of Lakehead District School Board to adhere to the Ontario Broader Public Sector (BPS) Expense Directive as incorporated in this policy.

2. Policy

It is the policy of Lakehead District School Board to reimburse individuals for those expenses incurred in the conduct of approved Board business or in carrying out the responsibilities of an employee, a Board member, student trustee, school council or non-trustee Board committee member.

3. Definitions

3.1 “Approved Board business” refers to expenses incurred in the course of doing business on behalf of the Board.

3.2 The term “trustees” refers to both elected public trustees and student trustee(s), unless otherwise noted.

3.3 The term “school council member” refers to individuals elected to a Lakehead District School Board school council.

3.4 The term “non-trustee Board committee member” refers to individuals appointed by the Board to the following Lakehead District School Board Committees such as: Aboriginal Education Advisory Committee (AEAC), Audit Committee, Parent Involvement Committee (PIC) and the Special Education Advisory Committee (SEAC).

4. Guidelines

4.1 Public funds are used prudently and responsibly with a focus on accountability and transparency.

4.2 Expenses for travel, meals and hospitality support Board objectives.

4.3 Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.

4.4 All claims for reimbursement will only be authorized for approved Board business.

4.5 Individuals are responsible to ensure that all claims for reimbursement comply with this policy and do not include any personal expenses.

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- 4.6 Claims for reimbursement by staff members are submitted to the immediate supervisor for authorization.
- 4.7 Trustee claims are submitted to the vice chair of the Board for authorization.
- 4.8 Claims for the vice chair are submitted to the chair of the Board for authorization.
- 4.9 School council member and non-trustee Board committee member claims are submitted to the appropriate senior administration member for authorization (director of education or superintendent of education).
- 4.10 Claims for reimbursements of any costs associated with travel on Board business are to be submitted and will be processed after the event. There will be no immediate reimbursement for airfare or deposits charged to personal credit cards.

5. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

<u>Cross Reference</u>	<u>Date Approved</u>	<u>Legal Reference</u>
_____	October 23, 2007	_____
_____	<u>Date Revised</u>	_____
	December 15, 2009	
	June 26, 2012	
	November 26, 2019	