

BUSINESS AND BOARD ADMINISTRATION EXPENSE AND TRAVEL REIMBURSEMENT POLICY	3000 3074
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1. Rationale

It is the objective of Lakehead District School Board to adhere to the Ontario Broader Public Sector (BPS) Expenses 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.

In accordance with applicable provincial legislation and Ministry of Education requirements:

- The Board shall not reimburse or pay for trustee membership fees in professional, trustee, or sector associations.
- The Board shall not reimburse expenses related to trustees attending discretionary events or activities, including professional development, conferences, or conventions, and all related costs (registration, travel, accommodation, meals and hospitality), unless participation is required as an operational necessity directly aligned with the Board's core business.

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:
Miiniwewinan: Indigenous Education Advisory Committee, Audit Committee, Parent Involvement Committee (PIC) and the Special Education Advisory Committee (SEAC).

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3.5 The term “discretionary event or activity” refers to an event or activity where participation is not essential to Board operations and for which expenses are incurred by choice rather than operational necessity, including:

- Professional development
- Conferences, conventions, symposiums
- Sector or association events

4. Guidelines

- 4.1 Public funds are used prudently and responsibly with a focus on accountability and transparency. This includes compliance with all applicable legislative restrictions on trustee expenses and a requirement to demonstrate that expenditures are necessary, reasonable, and directly tied to Board business.
- 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.
- 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 a superintendent).
- 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.

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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>
Broader Public Sector Expenses Directive	October 23, 2007	
Travel, Meal and Hospitality Expenses Directive	<u>Date Revised</u> December 15, 2009 June 26, 2012 November 26, 2019 November 25, 2025 June 23, 2026	