DDSB Ignite Learning

PROCEDURE

Finance (FIN)

PR FIN 10-01

Title: **Trustee Expense Procedure**
Adopted: November 16, 2009
Effective: November 16, 2009
Amended/Reviewed: September 15, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This Procedure establishes the process for the submission, approval and reimbursement of eligible expenses incurred by Trustees in the course of their duties, in accordance with the Trustee Expense Policy and applicable legislative and Ministry requirements.

2.0 DEFINITIONS

In this procedure,

2.1 **Board** refers to the Board of Trustees for Durham District School Board.

2.2 **District** refers to the corporate entity of the Durham District School Board.

2.3 **Staff** refers to any individual who is employed by the Durham District School Board.

3.0 RESPONSIBILITY

3.1 Trustees

Trustees are responsible for ensuring that expense claims are eligible under the Trustee Expense Policy and this Procedure, and for submitting complete and accurate claims with the required supporting documentation within established timelines.

3.2 Chair and Vice-Chair of the Board

The Chair and Vice-Chair of the Board are responsible for reviewing and approving Trustee expense claims and forwarding approved claims to the Chief Business Officer, Corporate Services.

3.3. Chief Business Officer, Corporate Services

The Chief Business Officer, Corporate Services is responsible for ensuring that expense claims submitted for reimbursement are reviewed and processed in accordance with the Trustee Expense Policy and this Procedure.

The Chief Business Officer, Corporate Services, together with the Superintendent of Human Resources, is responsible for reviewing and approving expense claims submitted by the Chair and Vice-Chair of the Board.

4.0 APPLICATION AND SCOPE

This Procedure applies to Trustees and establishes the requirements and processes for the submission, approval and reimbursement of eligible expenses incurred in the course of their duties.

5.0 PROCEDURES

5.1 Trustees shall be reimbursed for eligible expenses incurred in the course of their duties and as stipulated in the Trustee Expense Policy and this Procedure. Expense claims shall be submitted for reimbursement using the Trustee Expense Form (Appendix A). Expense claims should be submitted on a monthly basis to facilitate quarterly reporting.

5.2 Detailed receipts/statements shall be submitted with any expense claim, with the exception of mileage. Credit card slips by themselves are insufficient to support an expense claim. Items of a personal nature such as sundries, traffic and parking violations, late payment fees, etc., or related to the attendance of a family member or friend at an event are not eligible for reimbursement.

5.3 Travel, Accommodation and Hospitality

i. Travel for Board business including attendance at Board meetings, Committee meetings, school visits or District functions is eligible for reimbursement;

ii. Personal vehicle travel shall be reimbursed at a rate per kilometer. The rate will be set at the lower of the two rates established by the Canada Revenue Agency (CRA) each year. Toll charges will not be reimbursed;

iii. Travel by train, taxi or ride-share within the district is eligible for reimbursement;

iv. Student Trustees may submit reimbursement request forms for reasonable out-of-pocket expenditures related to their role and the core business of the board. Travel for workshops/conferences is not eligible for reimbursement;

v. Destinations and reasons for mileage expense claims or other travel expenses incurred in accordance with the Policy and with

this Procedure must be specified on the prescribed claim form (Appendix A). Reimbursement for vehicle travel may be made from either the Education Centre or a Trustee's primary residence. Residence information must be kept up to date with the Board office;

vi. Alcohol expenses shall not be reimbursed;

vii. Eligible meal expenses will be reimbursed in accordance with the Purchasing Procedure.

6.0 APPENDICES

Appendix A – Trustee Expense Statement

7.0 REFERENCE DOCUMENTS

7.1 P FIN 10 Trustee Expense Policy

7.2 Purchasing Procedure

7.3 Putting Student Achievement First Act, 2026