Trustee Expense

1.0 Objective

1.1 The objective of this Procedure is to support the processing and payment of eligible expenses incurred by Trustees in accordance with the Trustee Expense Policy.

1.2 This Procedure is to be interpreted and applied in accordance with the District's commitment to the Ontario Human Rights Code in providing services and workplaces that are safe, welcoming, respectful, inclusive, equitable and accessible, and that are free from discrimination and harassment under applicable legislation.

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 Responsibilities

3.1 The Chair of the Board and the Vice-Chair of the Board: For the purpose of this Procedure, the Chair and Vice-Chair of the Board are responsible for approving all Trustee expense claims and for forwarding approved claims to the Associate Director, Corporate Services.

3.2 Associate Director, Corporate Services: For the purposes of this Procedure, the Associate Director, Corporate Services shall ensure expense claims submitted for reimbursement are evaluated and processed in accordance with this Procedure and the Trustee Expense Policy. Additionally, the Associate Director, Corporate Services along with the Superintendent of Human Resources are responsible for approving the expense claims of the Chair and Vice-Chair of the Board.

4.0 Procedure

4.1 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.

4.2 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.

4.3 Travel, Accommodation and Hospitality

i. 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;

ii. Travel by air or rail should be booked at lowest available (economy) rates and expenses incurred in accordance with the Policy for such travel are eligible for reimbursement;

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

iv. Student Trustees may submit reimbursement request forms for all reasonable out-of-pocket expenditures including travel and meals for OSTA-AECO Executive meetings if a student Trustees is elected an OSTA-AECO Executive member;

v. Travel for other Board business is eligible for reimbursement when it is in accordance with the Policy on workshops/conferences or when authorized in advance by Board resolution;

vi. 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;

vii. Alcohol expenses shall not be reimbursed;

viii. Accommodation expenses incurred in accordance with the Policy are eligible for reimbursement at the standard room rate; any and all upgrades are not eligible for reimbursement;

ix. Charges incurred for personal telephone calls while at a hotel, room or bar service, movies, etc. will not be eligible for reimbursement;

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

5.0 Reference Documents

5.1 Trustee Expense Policy

5.2 Purchasing Procedure

5.3 Ministry of Education Trustee Expense Guideline

Appendix:
Appendix A: Trustee Expense Statement

Effective Date
2009-11-16

Amended
2010-04-19
2011-03-25
2013-01-25
2016-11-21
2017-11-29
2021-05-17
2022-03-21