



# Northeastern Catholic District School Board

## TRUSTEE SUPPORT SERVICES

Administrative Procedure Number: APT003

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) believes in the importance of providing its Trustees with the opportunities and tools necessary to enhance their knowledge, skills, and competency to serve their constituents and to fulfill their mandate as elected officials.

### REFERENCES

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NCDSB Policy T-14 *Trustee Support Services*

NCDSB Policy B-7 *Trustee Honorarium*

NCDSB Policies

I-2 Responsible Use of Information and Communication Technology

I-3 Borrowing Board-Owned Equipment

I-5 Website and Social Media

I-6 Hand-Held (Mobile) Wireless Communication Device

*Education Act Part VI – Boards*

Section 191.2 Travel Expenses

### DEFINITIONS

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#### **OCSTA Sponsored Events**

Includes but is not limited to the Regional Meeting, January PD Conference, the Annual General Meeting and/or conferences/conventions for the Chair, Vice-Chair and/or the Director of Education.

### PROCEDURES

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#### **1.0 TRAVEL**

- 1.1 All trustee travel shall be subject to the approval of the Board subject to the availability of funds.
- 1.2 In all cases, the most economical means of transportation should be used. This will include economy air fare, train, rental vehicles or personal vehicles.
- 1.3 The use of personal vehicles shall be reimbursed at a rate of \$0.50 per kilometer. The use of the Board's contracted car rental services should always be considered as a first option for travel.

- 1.4 Mileage paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.
- 1.5 Individuals will be reimbursed for the use of their personal automobile provided:
- i) It is the most economical method of travel;
  - ii) The travel is authorized by a designated authority for Board business;
  - iii) The individual carries a minimum of public liability and personal damages insurance coverage of \$1 million;
  - iv) Whenever possible, two or more individuals travelling to the same destination use one vehicle.
- 1.6 Individuals must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The NCDSB assumes no financial responsibility for privately owned vehicles other than paying for kilometric rate when used for Board business. The NCDSB is not responsible for reimbursing deductible amounts related to insurance coverage. Individuals driving a personal vehicle on Board business cannot make claims to the Board for damages as a result of a collision or breakdown.
- 1.7 Reimbursement is provided for necessary and reasonable expenditure on parking, as well as tolls for bridges, ferries and highways, when driving on Board business.
- 1.8 There is no reimbursement for traffic or parking violations.
- 1.9 Taxi costs incurred for out-of-town travel will be reimbursed with receipts. Hotel/airport shuttles should be used wherever possible.
- 1.10 A 15% gratuity on a taxi fare will be reimbursed with documentation to support the expense (original receipt).
- 1.11 Expenses for overnight accommodation for approved travel will be reimbursed with receipts. There will be no reimbursement for hotel suites or executive floors. Reimbursement will be made for single accommodation in a standard room. The level of accommodation shall be reasonable with consideration to the average rates in the location of travel. Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility.
- 1.12 Additional nights in hotels when travelling to/from NCDSB meetings and/or OCSTA Sponsored Events must have prior approval from the Chair of the Board.
- 1.13 Cash advances are not permitted.
- 1.14 There will be no reimbursement for personal care or recreational items (toothbrush, pay-per-view, items from a mini-bar or other peripheral hotel services).

- 1.15 While away on Board business, reimbursement will be made for:
- i) Reasonable, necessary personal calls home each night away;
  - ii) Additional business expenses such as business calls, internet connections and computer access charges, facsimile transmissions, and photocopying services.

## 2.0 MEALS

- 2.1 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense. There are no exceptions to this rule.
- 2.2 Reasonable and appropriate meal expenses will be reimbursed. Meal expenses may be incurred when:
- i) the employee is away from the workplace over a normal meal period (at least 50 km);
  - ii) prior approval has been granted by the Chair of the Board (a business meeting that occurs over lunch).
- 2.3 Reimbursement is for restaurant/prepared food only. Reimbursement for groceries must have prior approval and a written submission submitted with the claim.
- 2.4 Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.
- 2.5 Original, itemized receipts are required and reimbursement must not exceed the actual amount spent. Taxes and gratuities are included in the meal rates. Credit card and debit card receipts are not sufficient for reimbursement.
- 2.6 Reimbursement for meal expenses incurred is subject to the maximum rates set by the NCDSB and amended periodically. These rates include taxes and gratuities. The rates effective September 1, 2019:

<b>Meal</b>	<b>Maximum Reimbursed Amount (Includes taxes and gratuities)</b>
Breakfast	\$15.00
Lunch	\$23.00
Dinner	\$45.00

- 2.7 The rates noted in provision 2.6 are not an allowance. The rates are for individual meals that have been consumed and are eligible as a claim for reimbursement.
- 2.8 Each individual employee must submit his/her own expenses for meals. Trustees cannot pay for other Trustees and submit for reimbursement.
- 2.9 The Director of Education may use a corporate credit card to pay for expenses on behalf of Trustees, where appropriate to do and within the guidelines of maximum meal rates.

### **3.0 INDIVIDUAL MAKING CLAIMS (Claimants)**

- 6.1 Claimants must comply with the following expense rules when making an expense claim:
- i) Obtain all appropriate approvals before incurring expenses;
  - ii) Submit original, itemized receipts with all claims (credit card/debit cards are not sufficient);
  - iii) Submit claims within thirty (30) days of incurring the expense;
  - iv) If the information above is not available or is not possible, submit a written explanation with the claim to provide the approver with adequate information for decision-making;
  - v) Repay any overpayments (it is considered a debt owing to the NCDSB);
  - vi) If vacating the role of Trustee, submit any claims for expenses before leaving.

### **4.0 THE CHAIR OF THE BOARD AS APPROVER**

- 4.1 The Chair is prohibited from approving his/her own expenses.
- 4.2 The Chair must only provide approvals for:
- i) Expenses that were necessarily incurred in the performance of the Board's business;
  - ii) Claims that include all appropriate/required documentation.

### **5.0 PROCESS FOR APPEAL**

- 5.1 When a Trustee's expense is refused by the Chair, the Trustee may make a presentation to the Board at a regular meeting to justify the expense.
- 5.2 The decision of the Board will be binding, and no further appeal process will be exercised.

### **6.0 INFORMATION TECHNOLOGY**

- 6.1 The set amount for high speed internet access at a Trustee's home is established by the Director of Education during the budget process.
- 6.2 The set amount will be issued by direct deposit each month.
- 6.3 A Trustee who purchases and/or uses a personal handheld device not provided by the Board, shall be issued a monthly reimbursement as established by the Director of Education during the budget process.
- 6.4 Trustees will be accountable for overages on Board-owned cellular devices if the provisions of this policy are not followed.

**Director of Education:** *Tricia Stefanic Weltz*

**Date:** **November 2019**