Northeastern Catholic District School Board

TRUSTEE SUPPORT SERVICES

Administrative Procedure Number: APT014

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) affirms the vital role of Trustees as elected officials responsible for Catholic education. To support Trustees in fulfilling their governance responsibilities, the NCDSB provides access to professional learning, resources, and tools that strengthen accountability, foster effective decision-making, and ensure alignment with the NCDSB's mission, vision, and organizational values. Trustees will have the supports necessary to carry out their governance mandate in a manner that is effective, transparent, and aligned with the expectations of publicly funded Catholic education in Ontario.

REFERENCES

Education Act
Part VI – Boards Section 191.2 Travel Expenses
Broader Public Sector Accountability Act, 2010
NCDSB Policy
- B-7 Trustee Honorarium
- E-29 Borrowing Board-Owned Equipment
- I-2 Responsible Use of Information and Communication Technology
- I-6 Hand-Held (Mobile) Wireless Communication Device
- T-14 Trustee Support Services

DEFINITIONS

Governance
The role of the Board of Trustees in setting direction, establishing policy, and ensuring accountability for the school system. It is distinct from the day-to-day management of schools or the system, which is the responsibility of the Director of Education and staff.

OCSTA Sponsored Events
Includes but is not limited to the Regional Meeting, January PD Conference, the Annual General Meeting and/or conferences/conventions for Trustees and/or the Director of Education.

PROCEDURES

1.0 CONFERENCES

1.1 Trustees of the Northeastern Catholic District School Board may be represented at conferences other than OCSTA sponsored events, subject to budget consideration and approval by resolution at a regular meeting of the Board.

1.2 In accordance with the Procedural By-laws, at the next regular meeting of the Board, a Trustee attending a conference other than an OCSTA sponsored event shall deliver a verbal or written report sharing relevant information and learning to the Board.

1.3 The Chief Executive Officer and/or their designate shall maintain a list of current conferences of interest to Trustees and share such opportunities regularly.

1.4 The Board shall set appropriate expense parameters for Trustee travel to conferences or conventions.

1.5 Registration fees will be paid in advance by the Board. Every effort must be made to take advantage of any applicable Early Bird rates when booking rooms for conferences and meetings.

1.6 Trustees are responsible for booking their own accommodations and arranging their own method of transportation to conferences. If extenuating circumstances arise, Trustees will be informed by the Chief Executive Officer or designate.

1.7 Trustees authorized to attend conferences will be reimbursed upon receipt of their expense forms with itemized receipts, and in accordance with the provisions set forth in the applicable administrative procedures.

1.8 It is the responsibility of the Chair of the Board to decide when circumstances are extenuating resulting in a deviation from policy. Should the Chair of the Board not consider the circumstances to be extenuating and therefore refuse a claim for payment, Trustees have the right to appeal their case to the Board of Trustees.

2.0 TRAVEL

2.1 All trustee travel shall be subject to the approval of the Board subject to the availability of funds.

2.2 In all cases, the most economical means of transportation should be used. This will include economy airfare, train, rental vehicles or personal vehicles.

2.3 The use of personal vehicles shall be reimbursed at a rate of $0.70 per kilometer. The use of the Board's contracted car rental services should always be considered as a first option for travel.

2.4 Mileage paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.

2.5 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.

2.6 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.

2.7 Reimbursement is provided for necessary and reasonable expenditures on parking, as well as tolls for bridges, ferries and highways, when driving on Board business.

2.8 There is no reimbursement for traffic or parking violations.

2.9 Taxi costs incurred for out-of-town travel will be reimbursed with receipts. Hotel/airport shuttles should be used wherever possible.

2.10 A maximum of 18% gratuity on a taxi fare will be reimbursed with documentation to support the expense (itemized receipt).

2.11 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.

2.12 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.

2.13 Cash advances are not permitted.

2.14 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).

3.0 MEALS

3.1 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense. There are no exceptions to this rule.

3.2 Reasonable and appropriate meal expenses will be reimbursed. Exceptional circumstances must be discussed with and approved by the Chair of the Board.

3.3 Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.

3.4 Reimbursement for meal expenses will be reimbursed at the established meal reimbursement rates set out in the chart below, regardless of meal costs. This is a meal allowance. Taxes and gratuities are included in the meal reimbursement rates. Receipts are not required to be submitted with meal claims, but conference/meeting agendas must be submitted accordingly, detailing start and end times for the day.

Meal	**Maximum Reimbursed Amount** *(Includes taxes and gratuities)*
Breakfast	$15.00
Lunch	$30.00
Dinner	$60.00

3.5 Each individual Trustee must submit their own claims for meals. Trustees cannot pay for other Trustees and submit for additional meal claims.

3.6 The Chief Executive Officer may use a corporate credit card to pay for expenses on behalf of Trustees, where appropriate to do so and within the guidelines of maximum meal rates. In such instances, a Trustee cannot submit a claim for such meals.

4.0 INDIVIDUAL MAKING CLAIMS (Claimants)

4.1 Claimants must comply with the following expense rules when making an expense claim:

i) obtain all appropriate approvals before incurring expenses;
ii) submit complete reimbursement of expense form and accompanying documentation;
iii) submit claims within thirty (30) days of incurring the expense.

4.2 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.

4.3 Repay any overpayments (it is considered a debt owing to the NCDSB).

4.4 If vacating the role of Trustee, submit any claims for expenses before leaving.

5.0 THE CHAIR OF THE BOARD AS APPROVER

5.1 The Chair is prohibited from approving their own expenses. The Chief Executive Officer will serve as the approver for the Chair's expenses.

5.2 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.

5.3 The Chair is responsible to address any concerns with individual Trustee claim requests for accountability and monitoring purposes.

6.0 PROCESS FOR APPEAL

6.1 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.

6.2 The decision of the Board will be binding, and no further appeal process will be exercised.

7.0 INFORMATION TECHNOLOGY

7.1 The set amount for high speed internet access at a Trustee's home is established by the Chief Executive Officer during the budget process.

7.2 The set amount will be issued by direct deposit each month.

7.3 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 Chief Executive Officer during the budget process.

7.4 Trustees will be accountable for overages on Board-owned cellular devices if the provisions of this policy are not followed.

7.5 Equipment provided will be assigned to the Trustee and remains the property of the Board. Trustees are required to adhere to all policy requirements on the use of Board-owned equipment and responsible use provisions.

7.6 Trustees who require peripheral equipment (i.e. headset, mouse, case) should contact the Board Chair, where applicable, a ticket in accordance with standard NCDSB procedures.

7.7 Trustees who misplace and/or have any their Board-owned equipment stolen must contact the Chief Executive Officer immediately to ensure proper security measures can be taken and account services and/or credential can be dealt with by the ICT Department.

8.0 ANNUAL REPORTING

8.1 At least one time annually, the Superintendent of Business will prepare a summary statement of expenses for presentation to the Board of Trustees as a measure of accountability and transparency. The report will be posted on the website for public accountability, in accordance with Ministry regulations.

9.0 RELATED FORMS AND DOCUMENTS

GUIDE: Trustee Travel Expense Guidelines
FORM: Trustee Travel Expense Report

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: September 2025