



BOARD ADMINISTRATION 2100

TRUSTEE EXPENDITURES 2115

1. Rationale

The Simcoe County District School Board (SCDSB) recognizes that as elected officials of the SCDSB Trustees are guardians of the public trust and that transparent accountability for expenditures made by trustees is required to support public confidence.

2. Policy

It is the policy of the SCDSB that funds be allocated in the annual budget for the reimbursement of trustee out-of-pocket expenses required to carry out the responsibilities of a board member.

3. Definitions

For the purpose of this policy “trustee” includes trustees of the Board, student trustees, and non-trustee members of board committees.

4. Guidelines

Travel, Meal and Accommodation

4.1 To reasonably and effectively conduct the business of the board, trustees incur out-of-pocket expenses for travel, meals, gratuities, and accommodation that may be eligible for reimbursement.

4.2 Trustees shall apply the expense rules as set out in APM A2502 Expense Claims, to be compliant with the Broader Public Sector Expense Directive.

4.3 Travel to and from a trustee’s residence to a meeting of the Board or of a committee of the board is a reimbursable travel expense.

Hospitality

4.4 Trustees may in the course of their duties provide food or non-alcoholic beverages to a person not an employee or trustee of the board. With pre-approval of the chairperson or designate a trustee will be reimbursed for reasonable out-of-pocket hospitality expenses that relate directly to the business of the board by applying APM A2502.

Information Communication Technology

- 4.5 Trustees are provided with standard information and communication technology to effectively and efficiently fulfill their duties as a board member. This includes computer equipment and cellular devices and related use and maintenance fees. Additional equipment or enhancements to equipment are not provided through use of board funds.
- 4.6 Requests for service and repair and for billing inquiries must be directed to the helpdesk through the director's office.
- 4.7 When carrying on the business of the board, personal use of a board owned cellular device (cell phone) or BlackBerry® must be kept to a minimum. When a trustee chooses to use their board assigned device for general personal use a monthly fee is charged by way of a non-taxable payroll deduction by applying APM A2507, Cellular Phones and BlackBerries.
- 4.8 A trustee may choose to use their board-owned BlackBerry® for personal use such as text messaging, email and internet browsing. All BlackBerry® devices have unlimited text messaging and data plans for board business purposes. Trustees may use these features without the requirement to reimburse the board. These features and costs are reviewed regularly and may change by applying APM A2507.
- 4.9 Trustees have the option to use their personally owned cell phone or BlackBerry® for board business. A personally owned BlackBerry® will not be connected to the Board email, nor administered by Board staff. When using a personally owned cell phone or BlackBerry® for board business a trustee is responsible for maintaining their cell phone or BlackBerry® in good working order and may submit an expense claim report for long distance, roaming and information charges related to board business. Trustees will not be reimbursed for monthly plans, features, text messaging, browser fees, data charges, repairs, or maintenance by applying APM A2507.
- 4.10 The cell phone, text messaging and data plans are for board business in Canada. When board business is outside of Canada the helpdesk must be contacted through the director's office at least one week in advance to minimize the additional roaming charges by applying APM A2507.

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- 4.11 All information and communication technology are the property of the board and are returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment at the end of their term by applying APM A2500, Purchasing Procedures.

Office Equipment and Supplies

- 4.12 The purchase of furniture and equipment for use in a trustee's home office will be requested through the superintendent of business and facilities.
- 4.13 Standard office supplies can be purchased by trustees for reimbursement. All purchases are made by applying policy 2230, General Purchasing and APM A2500, Purchasing Procedures.
- 4.14 All equipment is the property of the board and is returned at the end of a trustee's term of office. Trustees may have the option to purchase certain equipment or supplies at the end of their term by applying APM A2500.

Gifts, Donations, Community Expenses, Advertising and Promotion

- 4.15 Although the Board of trustees may direct the purchase of gifts and similar expenditures to recognize people and events, individual trustee reimbursement for expenses related to gifts, donations, community expenses, advertising and promotion are not allowed.
- 4.16 Reimbursement for the cost of tickets or sponsorship of community events such as fund raising galas, charity functions, and political activities or events is not permitted. Donations to community groups or charities and to schools are not permitted.

Trustee Development Programs

- 4.17 Trustee development programs include conferences, seminars and workshops presented by educational and trustee organizations and pertinent to the board's responsibilities and activities but shall not include trustee in-service programs organized by the SCDSB.

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- 4.18 Registration, accommodation and travel (other than by car or bus) will be arranged for the trustee in advance and will be billed directly to the board office unless otherwise agreed in advance.
- 4.19 Travel costs for air, rail or bus transportation will be paid or reimbursed at economy or coach fares. Out-of-pocket costs for necessary ground transportation or taxis will be reimbursed with receipts. Travel costs by car will be paid at the regular rate in effect for the use of a personal vehicle on board business.
- 4.20 The full registration and all conference related costs will be paid or reimbursed for trustees only.
- 4.21 Trustee expense claim reports are to be submitted to the director by the fifth working day of the month following the trustee's return from the development program.
- 4.22 Expenses incurred in the prior fiscal year but submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business and facilities by applying APM A2502.

Purchasing Cards, Cash Advances and Expense Claim Reimbursement

- 4.23 Trustees may receive a board purchasing card (p-card) as an efficient mechanism to purchase goods and services approved in the budget and necessary to the trustee role. Vendor code access restrictions are instituted from time to time and maintained by the superintendent of business and facilities by applying APM A2504, Purchasing Card.
- 4.24 Cash advances are not available to trustees.
- 4.25 An original receipt for expenditures shall be submitted with an expense claim report and the receipts are retained by accounting. Where evidence of payment is not provided expense claims will not be reimbursed by applying APM A2502.
- 4.26 All legitimate trustee expense claims including p-card purchases will be approved by the chairperson.
- 4.27 All legitimate expense claims including p-card purchases of the chairperson are certified by the superintendent of business and facilities for approval of the director.

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- 4.28 Expense claims should be submitted monthly and at a minimum must be submitted by December 31 and August 31 of each year. Expenses incurred in the prior fiscal year and submitted in the current year will not be reimbursed except in exceptional circumstances as approved by the superintendent of business and facilities by applying APM A2502. The board's fiscal year runs from September 1 to August 31.

Disclosure

- 4.29 Semi-annually, the board will receive, in public session, a summary report of trustee expenses comparing budgeted to actual expenditures. By reporting, trustees are publicizing their commitment to educational governance and to their role as guardians of the public trust.
- 4.30 Annually, the superintendent of business and facilities will provide a report to Board detailing trustee expenses compared to budget.
- 4.31 At the end of a fiscal year any unspent amount in the trustee budget is incorporated into the overall surplus/deficit of the board.

Dispute Resolution

- 4.32 Should there be a dispute about the eligibility of any expense, the matter is brought forward by the superintendent of business and facilities to the external members of the Audit Committee for resolution. If a satisfactory resolution is not reached then the affected trustee must contest the decision at a public session of the board.
- 4.33 Where there is uncertainty as to an event or expenditure's direct relation to board business, trustees should obtain prior approval from the chairperson to ensure reimbursement for legitimate expenses.

5. Administrative Procedures

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED NOVEMBER 25 2009
REVISED MARCH 23, 2011**

**APM 2500
APM 2502
APM 2504**