



**MOOSONEE DISTRICT
SCHOOL AREA BOARD**

BOARD GOVERNANCE POLICY	
Motion	2016-09-008
Adopted	January 24, 2012
Last Revised	September 27, 2016
Review Date	

TRAVEL ALLOWANCE: TRUSTEES AND STAFF

1. PURPOSE

The Moosonee District School Area Board reimburses trustees and staff members for out-of-pocket expenses incurred in attending a meeting or authorized professional development activity, and for other out-of-pocket expenses incurred in the performance of work-related duties.

This Board policy has been developed to promote financial integrity, accountability, and transparency and to ensure that the support and expense reimbursement provided by the Board is reasonable and appropriate.

2. POLICY

It is the intention of Moosonee District School Area Board that no trustee or staff member travelling on Board-directed business will suffer any undue financial hardship in the fulfilment of their roles.

3. TRANSPORTATION

The Board expects that the most economical mode of transportation will be chosen.

3.1 Air or Train

- a) Purchase Order: Arrangements are to be made by the Board.
- b) Purchased by Staff Member: Original receipts are required for reimbursement, including boarding passes.
- c) Preferred Seat Selection – No refund

3.2 Automobiles

- a) Rental: Arrangements made by the employee are to be pre-approved by the board. It is advised that every effort to make arrangements will be made under the current car rental agreement company to the board, Enterprise Car & Truck Rental.
- b) Privately Owned: Mileage rates are \$0.42 per kilometer. Personal use of vehicle on train will not be reimbursed, reimbursement of train ticket only.

- c) Privately Owned: Use of privately owned vehicles and reimbursement is as directed by the Board. For purposes in Moosonee, this mileage rate applies to up to a maximum of four hundred kilometers per month. Trustees and staff members are advised that the Board's automobile insurance policy does not cover the use of personal vehicles.
- d) Other: Reimbursement is as follows:
 - Taxi: Airport to destination and return
 - Parking Costs: At hotel or conference; or at airport parking for personal vehicles for staff traveling to Moosonee, with receipt, if required
 - Toll Charges and Valet Parking: These costs are not covered.

4. ACCOMMODATION

4.1 Hotel

- a) Detailed receipts are required.
- b) Reservations are the responsibility of the trustee or staff member.
- c) Cancellations of reservations are the responsibility of the trustee or staff member, any cost incurred from failure to cancel reservations will be borne by the employee.
- d) Reimbursements for hotel accommodations cover single rates, including taxes.
- e) For reimbursement, hotel receipts must show the charges per single cost of the room and applicable taxes.

4.2 Private

A stay in a private home will be reimbursed at \$30.00 per night. No receipts are required.

5. MEALS

Meal rates are as follows: all meals eligible for reimbursement must be accompanied with an itemized receipt. (up to a maximum)

- Breakfast: \$15.00
- Lunch: \$20.00
- Dinner: \$30.00

For Ministry-approved travel: Meal expenses will not be reimbursed if a meal is already provided by the Ministry. Itemized receipts are required for reimbursement.

6. REGISTRATION FEES

A receipt for the actual cost must be provided and submitted for reimbursement.

7. MISCELLANEOUS

- a) Telephone charges will not be reimbursed.
- b) Internet charges will not be reimbursed.
- c) Baggage Fees eligible for reimbursement (1) Carry-On; (1) Luggage; Extra Baggage Fees will not be reimbursed.

8. CANCELLATION

In the case of changes to travel plans due to weather, illness, or cancellation for any reason, the trustee or staff member must notify the Business Administrator immediately.

8.1 OTHER

- a) When an individual is travelling at the request of the Ministry of Education, Ministry meal, mileage, and accommodation fees will not be subsidized to the Board levels. Rates and rules for reimbursement are specific to the Ministry's travel guidelines. Trustees and staff members are asked to consult with the Business Administrator or supervisor for clarification.
- b) Costs incurred outside the approved dates of travel will be borne by the individual.
- c) A Conference Report and Expense Claim must be submitted within ten (10) days upon return from a trip, and must be accompanied by original receipts to qualify for reimbursement.

REFERENCE DOCUMENTS

Legal:

Education Act, Section 169.1 Duties and Powers of Boards: Effective Stewardship of Resources

Education Act, Section 171 (1) (17): Pay Expenses of Trustees, Staff

Education Act, Section 286 Duties of Supervisory Officers: Supervise Business Functions

Broader Public Sector Accountability Act 2010

Broader Public Sector Expenses Directive

Broader Public Sector Perquisites Directive

Supply Chain Management Procedures Manual

Board:

Board Policy No. GOV-03 Role of the Corporate Board: Fiscal Responsibility

Board Policy No. GOV-04 Role of the Director of Education: Fiscal Responsibility