

<i>Rainy River District School Board</i>	SECTION 1 <i>Board of Trustees</i>
TRUSTEES' BENEFITS	1.41

POLICY

The Rainy River District School Board will provide remuneration and reimbursement for expenses incurred in the course of their duties subject to the following guidelines and limitations of the approved budget.

RATIONALE

The Board expects that trustees will be committed to regular attendance at all Board and Committee Meetings.

The Board encourages trustees to keep pace with modern philosophies, practices and procedures through attendance at pertinent workshops and conferences, subject to budget allowances.

IMPLEMENTATION

GUIDELINES

- 1.1 **Remuneration** - Trustee remuneration will be paid in accordance with Board Policy 1.43 Trustee Honoraria.
- 1.2 Trustees will be reimbursed for reasonable expenses incurred in the course of their duties as follows:

Metrage - All travel in personal vehicles while attending Board business will be reimbursed at regular Board policy rate (Policy # 8.20). Trustees will claim metrage expenses monthly on a metrage claim form.

Telephone - Long distance phone calls regarding Board business will be reimbursed. Trustees will list these on the monthly expense form and attach a copy of the long distance charges from the phone company.

Meals, Lodging, Transportation - will be claimed on the regular expense form and must be supported by receipts with the exception of meals. Meal allowances are outlined in Board Policy #8.22.

Internet - Internet services and costs of phone line for service will be reimbursed. Trustees will submit invoice for reimbursement.

1.3 **Guidelines for attendance at conferences / conventions:**

All reasonable expenses incurred by trustees will be accommodated including:

- registration
- air fare, ground transportation or metrage
- lodging
- meals
- incidentals

All expenses must be supported by receipts with the exception of meals and metrage.

Expense records shall be made available upon request to any trustee.

A verbal or written report will be made to the Board following attendance at a conference or convention.

<p><u>CROSS REFERENCE</u></p> <p>Policy 1.43 – Trustee Honoraria Policy 8.20 – Travelling Expenses Policy 8.22 – Expense Claims</p>	<p><u>Date Approved</u> January 8, 2008</p> <p><u>Board Motion</u> #99</p> <p><u>Review Prior to</u> 2012</p>	<p><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p>
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