

<i>Rainy River District School Board</i>	SECTION 1 <i>Governance</i>
TRUSTEE EXPENSES	1.41

POLICY

The Rainy River District School Board will provide reimbursement for expenses incurred in the course of trustees’ duties.

RATIONALE

Trustees may incur expenses to fulfil their responsibilities.

IMPLEMENTATION

As per the guidelines below.

GUIDELINES

1.0 Eligible Expenses

- 1.1 Trustees will follow Board policy for the reimbursement of expenses incurred.
- 1.2 Expenses may include:
 - internet services and telephone including cellular data plans - to be reimbursed, up to a monthly maximum of \$150. Long distance phone calls regarding Board business will be reimbursed with proof of invoice.
 - in the event of inclement weather, or at the discretion of the trustee, hotel accommodations and meals for trustees attending Board or committee meetings.
 - professional development.
 - metrage.
- 1.3 To participate in an event that is not Board, Ministry of Education, and/or Ontario Public School Boards Association sanctioned, a trustee is to obtain prior approval by the Chair.
- 1.4 Requests for reimbursement are to be submitted on a timely basis. Expenses relating to the fiscal year ending August 31 must be submitted within the first two weeks of September.
- 1.5 A summary of the above trustee expenses will be posted on the Board’s website annually, reflecting expenses for the fiscal year.
- 1.6 The Board’s procurement process will be used to purchase all computer equipment and consumables, such as paper and printer cartridges, for trustees to perform their duties.

2.0 Ineligible Expenses

2.1 Trustees are not eligible for reimbursement of hospitality expenses.

2.2 Trustees are not eligible to be issued a Board credit card.

<p style="text-align: center;"><u>CROSS REFERENCE</u></p> <p>Policies:</p> <ul style="list-style-type: none"> ▪ 1.07 The Role of the Board ▪ 1.08 Trustee Code of Conduct ▪ 1.43 Trustee Honoraria ▪ 8.22 Expense Claims ▪ 8.36 Hospitality <p>Procedures:</p> <ul style="list-style-type: none"> ▪ 1.25 Use of Corporate Resources for Elections ▪ 8.22 Expense Claims 	<p style="text-align: center;"><u>Date Approved</u> November 2, 2021</p> <p style="text-align: center;"><u>Board Motion</u> 214</p> <p style="text-align: center;"><u>Review Prior to</u> 2026</p>	<p style="text-align: center;"><u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u></p> <ul style="list-style-type: none"> ▪ Reg. 357/06 Honorarium for Boards
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