

<b><i>Rainy River District School Board</i></b>	<b>SECTION 8</b> <i>Finance</i>
<b>EXPENSE CLAIMS</b>	<b>8.22</b>

**POLICY**

The Rainy River District School Board will reimburse all Board employees and Trustees for approved expenses incurred while performing duties on behalf of the Board.

**RATIONALE**

The Board believes that employees and trustees should be fairly reimbursed for necessary and reasonable expenses incurred while performing duties on behalf of the Board.

**IMPLEMENTATION**

As per Procedure 8.22, Expense Claims, and Guidelines.

**GUIDELINES**

**1.0 General Guidelines**

- 1.1 Expense claims may be submitted for expenses incurred on Board business (e.g., professional development, workshops/seminars, Board related meetings).
- 1.2 Expenses must be reported and, where required, accompanied by itemized receipts.
- 1.3 Reasonable and appropriate actual expenses not identified in this policy may be reimbursed based upon itemized receipts if the expenditure is incurred when the individual is on Board business.
- 1.4 The supervisor will ensure that all expenses claimed are bona fide and reasonable before approving them for payment.

**2.0 Meal Allowance**

- 2.1 Meals will be reimbursed to a maximum of \$70.00 per day, including taxes and gratuities, as follows:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00

Receipts are not required to be submitted with meal claims. This meal allowance will not be reimbursed above the \$70 per day maximum.

- 2.2 When more than one meal is reimbursable in the day, individuals have the discretion to allocate meal rates among the meals (e.g., it is acceptable to spend \$10 for Breakfast and \$25 for Lunch

as the \$35 allowance for the two meals has not been exceeded).

- 2.3 A meal allowance may only be claimed if the meals are not included as part of registration fees or otherwise already paid on the individual’s behalf.

**3.0 Transportation**

- 3.1 Where practical, the least expensive form of transportation is to be used.
- 3.2 Persons using private automobiles will do so at their own risk and must arrange for public and personal liability insurance and collision insurance accordingly.

Persons must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. This additional insurance is at the cost of the individual.

- 3.3 When a private automobile is used, the Board will pay meterage in accordance with Canada Revenue Agency annual approved rates.

**4.0 Accommodation**

- 4.1 Expenses claims will include actual out-of-pocket expenses incurred for hotel room charges. No additional reimbursement will be made for suites, executive floors, or concierge levels.
- 4.2 In order to save money, private stays with family/friends while on Board business are encouraged. A maximum of \$50 per night for gratuitous lodging expenses while staying with family or friends is allowed and no receipt is required.

**5.0 Perquisites (Perks)**

- 5.1 Perquisites, or perks, refer privileges that are provided to an individual or to a group of individuals, which provides a personal benefit, and are not generally available to others. As a result, perquisites are not allowable.

**6.0 Review**

The Finance Committee will review the rates within this policy annually.

<u>CROSS REFERENCE</u>	<u>Approved</u>	<u>LEGAL/MINISTRY OF EDUCATION REFERENCE</u>
Policies: <ul style="list-style-type: none"> <li>▪ 1.08 Trustee Code of Conduct</li> <li>▪ 3.86 Employee Code of Conduct</li> </ul> Procedures: <ul style="list-style-type: none"> <li>▪ 8.22 Expense Claims</li> </ul> Canada Revenue Agency – Employers’ Guide – Taxable Benefits and Allowances	23-06-06  <u>Board Motion</u> 048  <u>Review Prior to</u> 2028 (Annually for rates)	