



YORK CATHOLIC DISTRICT SCHOOL BOARD

BOARD POLICY	
<i>Policy Section</i>	Finance
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TRAVEL, MEALS AND EXPENSE REIMBURSEMENT

1. PURPOSE

The purpose of the policy is to clarify the procedures to be followed when public funds are used for the reimbursement of travel, meals, and other expenses.

2. OBJECTIVE

It is the policy of the York Catholic District School Board to outline the process, rules and principles for the reimbursement of travel, meals and other expenses. The policy provides a framework of accountability, transparency, value for money and fairness to guide the effective oversight of public resources in the reimbursement of expenses incurred while on Board business.

3. PARAMETERS

3.1 Application and Scope

This policy sets out the rules for managing travel, meals and other expenses for reimbursement. These rules apply to:

- 3.1.1 Board Trustees
- 3.1.2 Board employees
- 3.1.3 External Committee Appointees
- 3.1.4 External consultants and contractors engaged by the Board, to provide consulting or other services.

3.2 This policy shall be based on four key principles:

- 3.2.1 **Accountability** - All expenses support business objectives. Prior approval to incur expenses must be obtained.
- 3.2.2 **Transparency** - The rules for incurring and reimbursing travel, meal and other expenses are clear and easily understood.
- 3.2.3 **Value for Money** - Plans for travel, meals, accommodation and other expenses are necessary and economical with due regard for health and safety.

- 3.2.4 Fairness - Legitimate authorized expenses incurred are reimbursed.
- 3.3 This policy shall be administered in conjunction with the Travel, Meals and Expense Reimbursement Procedures.
- 3.4 Record-keeping practices must be maintained for verification and audit purposes.
- 3.5 Employees who have a Board issued Purchasing Card (“P-Card”) shall use it whenever possible following Board P-Card procedures for travel, meals and expense reimbursement.
- 3.6 Expenses for a group must only be claimed by the most senior person present. Expenses cannot be claimed by an individual on behalf of their approver.
- 3.7 Amounts expended that are in excess of the Board’s maximum reimbursement rate will be the responsibility of the claimant.
- 3.8 All reimbursement shall be approved in accordance with York Catholic District School Board Approval Authority Schedule (AAS). Approvers are prohibited from approving their own expenses.
- 3.9 The travel route selected should be the most efficient and economical way to travel.
- 3.10 York Catholic District School Board employees required to travel to multiple Board locations with no set primary work location shall be reimbursed for travel between Board locations.
- 3.11 In extenuating circumstances, the Director of Education may recommend an exemption or exception to this policy to the Board of Trustees for approval.

4. RESPONSIBILITIES

4.1 Board of Trustees

- 4.1.1 To ensure that expenses submitted are in compliance with Policy 111 *Trustee Services and Expenditures*.

4.2 Director of Education

- 4.2.1 To oversee the compliance of the Travel, Meals and Expense Reimbursement policy.
- 4.2.2 In extenuating circumstances, may recommend an exemption or exception to this policy to the Board of Trustees for approval.

4.3 Chief Financial Officer and Treasurer of the Board (CFO)

- 4.3.1 To ensure that the policy and procedures adhere to the Broader Public Sector (BPS) Expense Directive and ensure that applicable staff are accurately informed with respect to this policy.
- 4.3.2 May approve exceptions to this policy in accordance with section 4.2.3.
- 4.3.3 May review and update policy and procedures on a periodic basis.

4.4 Claimants

- 4.4.1 To ensure compliance with all Board policies and procedures.
- 4.4.2 To obtain all appropriate approvals before incurring expenses.

- 4.4.3 To submit original, itemized receipts with all claims and ensure the claim does not exceed the actual amount spent. (Refer to Policy Addendum 8.6 for missing receipts procedure).
- 4.4.4 To submit claims monthly, but at least within ninety (90) calendar days of the date of travel.
- 4.4.5 To provide explanation where required if claim receipts are inadequate.
- 4.4.6 To plan and schedule their day to ensure the most economical and efficient route is taken to minimize the expenditure.
- 4.4.7 To submit all travel expenses prior to September 15, for the fiscal year ending August 31.
- 4.4.8 To submit any claims for expenses, if leaving employment or taking a leave of absence, prior to departure.

4.5 Approvers

- 4.5.1 To ensure compliance with all Board policies and procedures.
- 4.5.2 To exercise best judgment to ensure expenses are minimized.
- 4.5.3 To provide approval for expenses that were incurred while on Board business.
- 4.5.4 To ensure that conferences or external workshops/seminars are necessary, reasonable, associated with the employee's duties, and supports the objectives of the Board.
- 4.5.5 To certify claims for travel are based on a planned and scheduled work day using the most economical and efficient route to minimize expenditures.
- 4.5.6 To provide approval only for claims that includes all appropriate documentation.
- 4.5.7 To ensure that expenditures are within approved annual budget allocations.

5. CROSS REFERENCES

[Canada Revenue Agency, Automobile and motor vehicle benefits](#), Personal driving (personal use)

[Ministry of Education, Broader Public Sector Expenses Directive](#)

[Ministry of Education, Broader Public Sector Perquisites Directive](#)

YCDSB Policy 105 [Trustee Professional Development](#)

YCDSB Policy 111 [Trustee Services and Expenditures](#)

YCDSB Policy 423 [Conflict of Interest for Employees](#)

YCDSB Policy 701 [Access to School and Board](#)

[Premises](#)

YCDSB Policy 801 [Use of Board and School Funds for Recognition or](#)

[Acknowledgement](#)

YCDSB Policy 802 [Purchasing, Lease & Rental of Goods & Services](#)

YCDSB Policy 803 [School Generated Funds](#)

Related Procedures and Forms:

Admin 3 Expense Reimbursements for non-mileage expenses
Admin 19A Missing Original Detailed Receipt Approval Form Schools Only
Admin 19B Exception Approval Form
Admin 83 Professional Development, Travel Meals and Other Expenses
Out of Province (outside ONTARIO) Application and Authorization Form
Purchasing Card Procedure
Purchasing Reference Guide
Travel Reimbursement Input Program (*TRIP*) accessed through MyPortal
TRIP Quick reference guide and User Guide for Claimant and Approver
York Catholic District School Board Approval Authority Schedule (AAS)

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