

Northeastern Catholic District School Board

ADMINISTRATIVE EXPENSES

Administrative Procedure Number: APB90

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to financial in accountability and transparency to ensure reasonable expense rules where expenses are reimbursed from public funds. The NCDSB recognizes that administrative expenses are essential to the operation of the Board, the enhancement of student achievement, and to the outcomes of the ~~yearly~~ ~~multi~~ strategic plan.

REFERENCES

Broader Public Sector Accountability, 2010
NCDSB Policy
B-9 Administrative Expenses
P-17 Employee Travel for Board Business

DEFINITIONS

Hospitality

The provision of food, beverage, accommodation, transportation and other amenities paid c public funds to people who are not engaged in work for the Government of Ontario.

Managerial Discretion

The administrative authority to make decisions and choices with some ~~level of~~ flexibility, while maintaining compliance to the policy.

PROCEDURES

- 1.0 TRAVEL
 - 1.1

- 1.3 In all cases, the most economical means of transportation should be used. This will include economy air fare, train, rental vehicles or personal vehicles.
- 1.4 The use of personal vehicles for Board related travel is subject to the provisions of NCDSB Policy P-17 Employee Travel for Board Business. Authorized travel in this regard shall be reimbursed at a rate of \$70 per kilometer. The use of the Board's contracted car rental services should always be considered as a first option for travel.
- 1.5 Mileage paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs,
- 1.6 Individuals will be reimbursed for the use of their personal automobile provided:
 - i) it is the most economical method of travel;
 - ii) the travel is authorized by a designated authority for Board business;
 - iii) the individual carries a minimum of public liability and personal damages insurance coverage of \$1 million;
 - iv) whenever possible, two or more individuals travelling to the same destination use one vehicle.
- 1.7 Individuals must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. Subject to the provisions of any applicable collective agreement, this additional insurance is at the cost of the individual. The NCDSB assumes no financial responsibility for privately owned vehicles other than paying the kilometric rate when used for Board business. The NCDSB is not responsible for reimbursing deductible amounts related to insurance coverage. Individuals driving a personal vehicle for Board business shall be held responsible for any damage to the vehicle.

of maximum meal rates. In such instances, a staff member cannot submit a claim for such meals.

- 2.7 Board provided meals purchased for meetings held over the lunch hour will have a \$20.00 per person limit.
- 2.8 Board provided meals purchased for meetings held over the dinner hour will have a \$30.00 per person limit.

5.3 By the first day of each month, corporate credit card holders shall complete the required

- 8.3 When a situation arises and discretion needs to be exercised, approvers should consider whether the request:
- i) able to stand up to scrutiny by the auditors and members of the public;
 - ii) properly explained and