



Northeastern Catholic District School Board

TRUSTEE SUPPORT SERVICES

Administrative Procedure Number APT014

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) believes in the importance of providing its Trustees with the opportunities and tools necessary to enhance their knowledge, skills competency to serve their constituents and to fulfill their mandate as elected officials.

REFERENCES

Education Act

Part VI- Boards Section 191.2 Travel Expenses

Broader Public Sector Accountability Act, 2010

NCDSB Policy

B-7 Trustee Honorarium

E-29 Borrowing Board Owned Equipment

I-2 Responsible Use of Information and Communication Technology

I-5 Website and Social Media

I-6 HandHeld (Mobile) Wireless Communication Device

T-14 Trustee Support Services

DEFINITIONS

OCSTA Sponsored Events

Includes but is not limited to the Regional Meeting, January PD Conference, the Annual General Meeting and/or conferences/conventions for trustees and/or the Director of Education.

PROCEDURES

1.0 TRAVEL

1.1 All trustee travel shall be subject to the approval of the Board subject to the availability of funds.

1.2 In all cases, the most economical means of transportation should be used. This will include economy airfare, train, rental vehicles or personal vehicles.

1.3 The use of personal vehicles shall

- 1.4 Mileage paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.
- 1.5 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 auto insurance coverage of \$1 million;
 - iv) Whenever possible, two or more individuals travelling to the same destination use one vehicle.
- 1.6 Individuals must satisfy themselves whether their motor vehicle insurance coverage should include business use of their vehicles. The NCDSB assumes no financial responsibility for privately owned vehicles other than paying for 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 on Board business cannot make claims to the Board for damages as a result of a collision or breakdown.
- 1.7 Reimbursement is provided for necessary and reasonable expenses on parking, as well as tolls for bridges, ferries and highways, when driving on Board business.
- 1.8 There is no reimbursement for traffic or parking violations.
- 1.9 Taxi costs incurred for out-town travel will be reimbursed with receipts. Hotel/airport shuttles should be used wherever possible.
- 1.10 A maximum of 8% gratuity on a taxi fare will be reimbursed with documentation to support the expense (itemized receipt).
- 1.11 Expenses for overnight accommodation for approved travel will be reimbursed with receipts. There will be no reimbursement for hotel suites or executive floors. Reimbursement will be made for single accommodation in a standard room. The level of accommodation shall be reasonable with consideration to the average rates in the location of travel. Penalties incurred for non-cancellation of guaranteed hotel reservations are the claimant's responsibility.
- 1.12 Additional nights in hotels when travelling to/from NCDSB meetings and/or OCSTA Sponsored Events must have prior approval from the Chair of the Board.
- 1.13 Cash advances are not permitted.
- 1.14 There will be no reimbursement for personal care or recreational items (toothbrush, pay-per-view, items from a minibar or other peripheral hotel services).

2.0 MEALS

- 2.1 Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense. There are no exceptions to this rule.
- 2.2 Reasonable and appropriate meal expenses will be reimbursed. Exceptional circumstances must be discussed with and approved by the Chair of the Board
- 2.3 Reimbursement will not be provided for meals consumed at home or included in the cost of transportation, accommodation, seminars, or conferences.
- 2.4 Reimbursement for meal expenses will be reimbursed at the established meal reimbursement rates set out in the chart below, regardless of meal costs. This is a meal allowance. Taxes and gratuities are included in the meal reimbursement rates. Receipts

