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**POSTSTATEMENT**

The Northeastern Catholic District School Board (NCDSB) is committed to financial integrity, accountability and transparency to ensure reasonable expense rules where expenses are reimbursed from public funds. The NCDSB recognizes that administrative expenses are necessary for the operation of the Board and its staff.

APB009 Administrative Expenses

**DEFINITIONS**

Nil.

**POLICY REGULATIONS**

- 1.0 Budget allocations are approved by the Board of Trustees through the annual budget process.
- 2.0 All staff travel shall be pre-approved by an appropriate supervisor and subject to the availability of funds.
- 3.0 Eligible expenses shall only be reimbursed with itemized receipts.
- 4.0 Due consideration shall be given to travel cost, replacement costs and scheduling when selecting the method of transportation.
- 5.0 The use of personal vehicles for Board related travel is subject to the approval of an immediate supervisor.

- 8.0 The use of hotel mini bars, movies, spa treatments and other peripheral hotel services shall not be reimbursed by the Board, with the exception of internet services where such services are required for Board-related purposes.
- 9.0 The level of accommodation shall be reasonable with consideration to the average rates in the location of travel.
- 10.0 Corporate credit cards may be provided to supervisory officers, management, and other personnel upon authorization by the Director of Education for receipt and payment of expenses related to their duties.