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Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure. If an overpayment occurs, the claimant shall be required to repay all such overpayments received.

- 5.1.1 The Chairperson of the Board shall approve expenses initiated by trustees.
- 5.1.2 The Chairperson of the Board shall approve expenses initiated by the Director of Education.
- 5.1.3 The Superintendent of Business and Corporate Services shall approve expenses initiated by the Chairperson of the Board.
- 5.1.4 Eligible expense claims must be consistent with Board policy and be supported with original receipts detailing the purpose of the expenditure, in compliance with audit requirements. A written explanation with the claim will be provided in rare circumstances where a receipt is not available.
- 5.1.5 Where a trustee has been denied entitlement for reimbursement for an item, the Chairperson of the Board will advise in writing of the reason for the disqualification. Trustees disputing the eligibility of any expense item may appeal to the Board, in public session.

Travel by trustees using their own vehicles to travel on Board business will be reimbursed upon submission of a monthly travel expense claim. For all mileage reimbursements, mileage calculations will begin at the permanent residence of the trustee.

The Government of Canada's reasonable per-kilometre rate for all kilometres, published each January, will be the Board's kilometre reimbursement rate, effective September 1 of that year, and will be reviewed on February 1 to determine if a change is required.

Electronic Toll Roads (ETR), such as, but not limited to, the 407 ETR, should only be used in extenuating and exceptional circumstances.

Traffic or parking violation tickets will not be reimbursed.



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