

PROCEDURAL GUIDELINES  
TRAVEL, MEALS AND HOSPITALITY

**Approval**

The Director of Education or designate will review and authorize approved attendance prior to the function for employees. A Conference Application must be completed and submitted for approval for any travel outside of your home location

Trustee travel will be approved by Board resolution.

The Board will reimburse for eligible expenditures, accompanied by original detailed receipts, subject to the following:

**Accommodations:**

When accommodation is required, preference should be given to travel services and accommodation that provide specially negotiated rates (such as government rates). Reimbursements will not be made for upgrades to hotel rooms or incidental expenses such as: mini-bar and in-room movies.

**Meals:**

Meals will be reimbursed on a per meal basis and will only be reimbursed for meals which are not provided for by the event. Reimbursement for meals will be based on the following limits:

Breakfast	\$15.00 per day
Lunch	\$20.00 per day
Dinner	\$30.00 per day

The above amounts are inclusive of all taxes and gratuities.

Original detailed receipts are required (credit card slips alone are not sufficient). Breakfast is not eligible on the first day of travel or if included in hotel rate. Dinner on return day eligible if it is not reasonable to be home by 6:00 pm.

When it is not reasonable to have a meal within the limits above, the Director of Education or designate may approve an additional expense for the individual meal(s) above the regular per meal allotment. Alcohol cannot be claimed and will not be reimbursed.

**Transportation:**

Eligible airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals with detailed receipts showing proof of payment. When vehicle travel is chosen, rental vehicle and associated gas expenses will be the preferred choice. If individuals travel with their own vehicle, kilometrage will be paid based on separate board policy. Costs of damage to personal vehicles including insurance deductibles will be the responsibility of the trustee or employee.

**Spouse:**

When the spouse or other person accompanies the trustee or employee on Board business, the Board shall not incur any additional costs as a result of accommodation (single vs double occupancy), meals or travel. Costs associated with another person will be at the individual's own expense.

**Expense Claim Reports and Advances:**

Trustee and employees will be expected to pay the costs of travel when incurred and be reimbursed for eligible costs by submitting a Statement of Travel Expense form to the Business Department within 10 days of returning from the function.

Expense claim reports for all travel must be submitted to and approved by the Director of Education or designate. In the case of the Director of Education, his/her expense reports must be approved by the Chair of the Board. Expense reports must be accompanied by detailed receipts and event itinerary/agenda when applicable.

Advances may be given for extenuating circumstances and must be approved by the Director of Education or designate. In this case, expense forms must be completed and sent to the Business Department within 10 days reconciling total expenses to the cash advance with under expenditures being reimbursed to the Board by cheque.

**Other:**

Reasonable costs for other expenses such as telephone expenses and business internet charges shall be reimbursed at the discretion of the Director of Education or designate.

**Hospitality:**

*Hospitality* is the provision of food, beverage, accommodation, transportation and other amenities at Board expense to people who are not engaged in work. Hospitality expenditures should be reasonable and approved by the Director of Education or designate **prior** to the occurrence of the expense. Expenditures must be supported by detailed receipts. The names of individuals entertained, their roles and the nature of the hospitality should be clearly stated. The reasonable consumption of alcohol may be included as hospitality.

**Consultants and Other Contractors:**

Under no circumstances can hospitality, incidentals or food expenses be considered allowable expenses for consultants and/or contractors. Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.