

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD****BOARD GOVERNANCE POLICY
NO. GOV-32**

Date Adopted	October 24, 2018
Last Revised	April 5, 2023
Board Motion	6543-04-23

**TRUSTEE AND STAFF
PROFESSIONAL DEVELOPMENT AND TRAVEL**

1. PURPOSE

The James Bay Lowlands Secondary School Board reimburses trustees and staff members for out-of-pocket expenses incurred in attending a meeting or authorized professional development activity, and for other out-of-pocket expenses incurred in the performance of work-related duties.

This Board policy has been developed to promote financial integrity, accountability, and transparency and to ensure that the support and expense reimbursement provided by the Board is reasonable and appropriate.

2. GUIDING PRINCIPLES

- 2.1 It is the policy of the James Bay Lowlands Secondary School Board to encourage the attendance of trustees and staff members at conventions, conferences, and seminars dealing with all aspects of education for the purpose of assisting them in the better performance of their duties.
- 2.2 To achieve its objective of having Board members and the staff broadly informed about educational development and practices, thoroughly conversant with their roles, and constantly able to view the James Bay Lowlands Secondary School Board's issues and progress with some perspective, the Board believes that its trustees and staff should, from time to time, attend conventions and workshops as well as make purposeful visits to other school systems.
- 2.3 The Board believes that the information and insights gained in exchanges with individuals from other jurisdictions will help them to create, in the James Bay Lowlands Secondary School Board, an educational climate which is both stimulating and supportive.
- 2.4 The Board assumes that the trustees and staff members will benefit most if they have wide discretion in selecting conventions, workshops, or visits, but recognizes that expenditures on these activities must be budgeted in advance, reasonably related to other items in the budget, and made available to all trustees and staff members on an equitable basis.

3. POLICY

It is the intention of the James Bay Lowlands Secondary School Board that no trustee or staff member travelling on Board-directed business will suffer any undue financial hardship in the fulfilment of their roles.

BOARD EXPECTATIONS

4. TRANSPORTATION

The Board expects that the most economical mode of transportation will be chosen.

4.1 Air or Train

- a) Purchase Order: Arrangements are to be made by the Board.
- b) Purchased by Staff Member: Original receipts are required for reimbursement, including boarding passes.
- c) Preferred Seat Selection—No refund

4.2 Automobiles

- a) For Board business in Moosonee / Moose Factory, the expectation is that Board owned vehicles be used. (School vehicle, Board vehicle or Maintenance vehicles)
- b) Rental: For out-of-town travel, arrangements made by the trustee or employee are to be pre-approved by the Board. It is advised that every effort is to be made to book rental vehicles with the current car rental agreement company recognized by Board.
- c) Privately Owned: For out-of-town travel, mileage rates are \$0.65 per kilometer for pre-approved use of a personal vehicle for Board business. Costs incurred by a trustee or staff member for transportation of a personal vehicle on the train will not be reimbursed. The reimbursement of the employee's train ticket only will be eligible. Mileage paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.
- d) Privately Owned: Reimbursement for the use of privately owned vehicles use in Moosonee / Moose Factory is as directed by the Board and pre-approval is required. Mileage rates up to a maximum of four hundred kilometers per month is in place. Trustees and staff members are advised that the Board's automobile insurance policy does not cover the use of personal vehicles.
- e) Other: Reimbursement is as follows:
 - Taxi: Airport to destination and return.
 - Parking Costs: Paid at a hotel or conference; or at airport parking for personal vehicles for staff travelling to Moosonee, with receipt, if required.
 - Toll charges and valet parking: These costs are not covered.
 - There is no reimbursement for traffic or parking violations.

5. Accommodation

5.1 Hotel

- a) Detailed original receipts are required.
- b) Reservations are the responsibility of the trustee or staff member.
- c) Cancellations or reservations are the responsibility of the trustee or staff member, and any cost incurred from failure to cancel reservations will be borne by the trustee or employee.
- d) Reimbursements for hotel accommodations cover single rates, including taxes.
- e) For reimbursement, hotel receipts must show the charges per single cost of the room and applicable taxes.

5.2 Private Home

A stay in a private home will be reimbursed at \$30.00 per night. No receipts are required.

6. MEALS

- a) **Itemized receipts** are required and reimbursement must not exceed the actual amount spent. Taxes and gratuities are included in the meal rates. Credit card and debit card receipts are not sufficient for reimbursement.
- b) Reimbursement for meal expenses incurred is subject to the maximum rates set by the Board and amended periodically. These rates including taxes and gratuities are:
- c) Meal rates are as follows: All meals eligible for reimbursement must be accompanied with an itemized receipt (up to a maximum).
 - Breakfast \$ 15.00
 - Lunch \$ 25.00
 - Dinner \$ 45.00
- d) Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense. There are no exceptions to this rule.
- e) Reimbursement will not be provided for meals already included in the cost of transportation, accommodation, seminars, or conferences.

7. REGISTRATION FEES

A receipt for the actual cost must be provided and submitted for reimbursement.

8. MISCELLANEOUS

- a) Telephone charges will not be reimbursed.
- b) Internet charges will not be reimbursed.
- c) Baggage Fees eligible for reimbursement (1) Carry-On, (1) Luggage. Extra Baggage Fees will not be reimbursed.

9. CANCELLATION

In the case of changes to travel plans due to weather, illness, or cancellation for any reason, the trustee or staff member must notify the finance and human resources administrator immediately.

10. OTHER

- 10.1 When an individual is travelling at the request of the Ministry of Education, Ministry meal, mileage, and accommodation fees will not be subsidized to the Board levels.
- 10.2 Rates and rules for reimbursement are specific to the Ministry's travel guidelines. Trustees and staff members are asked to consult with the finance and human resources administrator or supervisor for clarification.
- 10.3 Costs incurred outside the approved dates of travel will be borne by the individual.
- 10.4 An expense claim must be submitted within ten (10) days upon return from a trip and must be accompanied by original receipts to qualify for reimbursement. The Board will not accept customer copies of transaction records (debit/credit card receipt). Receipts must show the breakdown of cost and applicable taxes.

REFERENCE DOCUMENTS**Legal:**

Education Act: Section 169.1 Duties and Powers of Boards: Effective Stewardship of Resources

Education Act, Section 171(1) Powers of Boards (17): Membership Fees and Travelling Expenses

Education Act, Section 286 Duties of Supervisory Officers: Supervise Business Functions Broader Public Sector Expenses Directive

Broader Public Sector Prerequisites Directive

Board:

Board Policy GOV-01 Values, Vision, and Mission

Board Policy GOV-02 Role of the Corporate Board

Board Policy GOV-03 Role of the Supervisory Officer

Board Policy GOV-05 Multi-Year Strategic Plan