

	BOARD GOVERNANCE	II-B-3
STRAIT REGIONAL SCHOOL BOARD <i>Excellence in Lifelong Learning</i>	Operation and Conduct BOARD MEMBER EXPENSES	
<i>POLICIES AND GUIDELINES</i>	Adopted:	August 7, 1996
	Revised:	November 6, 1997
		November 3, 2004
		February 4, 2009
		March 6, 2013
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BOARD MEMBERS' TRAVEL AND CONFERENCE EXPENSES

Policy Statement

The Strait Regional School Board recognizes its responsibility to reimburse board members for ordinary expenses incurred while travelling to and/or attending approved Board functions. Approved Board functions include, but are not limited to:

- Regular and Special Board meetings;
- Meetings of standing, special, sub- and ad-hoc committees of the Board;
- Meetings of school community organizations when board members are invited to attend;
- Board-related conferences and seminars, inside or outside of the Region;
- Such other functions as approved by the Board, the Board Chair or the Superintendent of Schools from time to time.

Guidelines

1. Meal allowances

1.1 Meal allowance will be paid at the current provincial government rate (receipts not required).

1.2 **Exceptions to rates for meal allowances:** The daily amounts authorized for meals while travelling on official Board business provide an adequate allowance for each day under ordinary circumstances. However, during attendance at conferences, particularly outside of the Region, board members may be restricted to taking meals at establishments in the vicinity of major hotels, where costs may be higher. Board members will therefore be eligible for reimbursement for such higher actual meal costs to the extent that the expenses claimed are reasonable and justified under the circumstances. Receipts must be provided in support of claims for meal expenses which are in excess of the rates described in 1.1.

1.3 In situations **where a meal is provided** by the Board or included in a conference registration fee, claims for meal allowances will not be paid.

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2. Travel expenses

- 2.1 Board Members attending approved Board functions will be entitled to reimbursement for travel.
- 2.2 Mileage/kilometrage will be paid at the current provincial government rate.
- 2.3 Notwithstanding 2.2, reimbursement for travel on approved Board business will be assessed in relation to the destination and the expediency of using private versus public transportation.
- 2.4 Unless otherwise necessary, expenses for mileage/kilometrage will be calculated according to the most direct or expeditious route.

3. Lodging and associated expenses

- 3.1 Actual and reasonable charges will be allowed for lodging and other ordinary incidental expenses associated with travel including parking fees and taxi fares. Original receipts or appropriate vouchers must be provided to support claims for incidental expenses.
- 3.2 One phone call to home per day may be charged when a board member is away from home overnight on approved school board business.
- 3.3 Personal expenses incurred while a guest of a hotel on Board business will not be eligible for reimbursement. Personal expenses include, but may not be limited to, bar bills, movie rentals, and dry cleaning.
- 3.4 Private Accommodation: Where a Board Member is required to be away overnight on School Board business and the Chair of the Board has authorized the use of private overnight accommodation, the Board Member may be reimbursed to a maximum of \$40.00 per night (no receipt is required).

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4. Conference registration arrangements

4.1 Wherever possible, arrangements for direct billing of registration fees and accommodation costs associated with board members' attendance at conferences will be made by the Regional Office. Board members should check with the Board Secretary to ascertain what arrangements may be available.

5. Reimbursement of expenses

5.1 Reimbursement for expenses will be processed upon submission of a completed *Meeting and Travel Expense Report* form to the Director of Finance.