

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name TRAVEL, MEALS, and HOSPITALITY EXPENDITURES 307

Board Approved October 23, 2012 *Reviewed:* October 2, 2012
 October 18, 2011 September 26, 2011 *Review By:* December 2017
 October 1, 2008 September 22, 2008
 March 31, 2007

POLICY

It is the policy of Superior-Greenstone District School Board to reimburse trustees, employees and others for costs incurred while on approved Board business.

DEFINITIONS

“**others**” refers to student trustees, appointed non-trustee members of board committees and school council members.

“**appointed non-trustee members of board committees**” refers to individuals appointed by the Board to the following Superior-Greenstone District School Board Committees: Audit Committee, Native Advisory Committee (NEAC), Parent Involvement Committee (PIC), and the Special Education Advisory Committee (SEAC).

RATIONALE:

The Superior-Greenstone District School Board recognizes that trustees, employees and others may incur costs while traveling on Board business.

Trustees, employees and others traveling on board business do so under the expectation that any expenses incurred are associated with the person’s duties, support the board’s overall objectives and maximize the benefits to the organization.

As a designated Broader Public Sector (BPS) organization, the Board will ensure that it complies with specific guidelines or directives designed for the Broader Public Sector.

<u>Cross Reference</u>	<u>Legal/Ministry Reference</u>
<ul style="list-style-type: none">• Policy 306 – Corporate Credit Cards	<ul style="list-style-type: none">• BPS Accountability Act, 2010• BPS Expenses Directive