

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BUSINESS AND TRANSPORTATION

Policy Name TRAVEL, MEALS, and HOSPITALITY EXPENDITURES 307

Board Approved: October 18, 2011
March 31, 2007
October 1, 2008

Reviewed: September 26, 2011
September 22, 2008

Review Prior To: December 2016

POLICY

The Superior-Greenstone District School Board recognizes that trustees, employees and others may incur costs while traveling on Board business. When traveling outside the jurisdiction of the board, the most economical means of travel should be sought.

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.

Reasonable travel costs up to the maximums outlined in the accompanying Guideline to this Policy will be reimbursed by the board for trustees, employees and others while on approved Board business.

As a designated Broader Public Sector (BPS) organization, the Board will ensure 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