

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section BOARD AND ADMINISTRATION

Policy Name TRUSTEE EXPENSES

217

Board Approved: March 19, 2012

Review By: December 2028
December 2017

POLICY

It is the policy of Superior-Greenstone District School Board to provide Trustees with remuneration and reimbursement for expenses incurred in the course of their duties subject to the following guidelines and limitations of the approved budget.

GUIDELINES

1.0 Remuneration

Trustee remuneration will be paid in accordance with Policy 215 - Trustee Honorarium and Policy 210 - Student Trustee.

2.0 Travel Expenses

Trustees will be reimbursed for reasonable expenses incurred in the course of their duties.

All travel while attending Board business will be reimbursed in accordance with Policy 208 - Trustee/Student Trustee Attendance at Conferences and Policy 307 - Travel, Meals and Hospitality Expenditures.

3.0 Trustee Equipment and Support

3.1 Computer

Upon commencement of their term, a basic-laptop computer will be provided by the Board for during the trustee's term in office, unless the Trustee decides that they do not want one. If a trustee vacates the position, the equipment must be returned to the Board.

3.2 Cell phones

Trustees with personal cell phones will be paid a monthly allowance of \$50 per month, upon submission of cell phone bill and provided they provide their cell phone number to be used by the board to contact them trustees when necessary. In addition, the board will also reimburse up to a maximum of \$75 per annum for connection fees, if applicable and upon provision of the invoice for the annual fee. Board cell phones will not be provided. No other phone lines will be provided.

3.3 Internet

Trustees are required to have internet access at home. Internet services will be set up for direct billing to the Board or reimbursed to the trustee upon submission of their internet provider invoice, which indicates the cost of internet service.

3.4 Printer and fax machines

With our focus on paperless, such equipment will not be provided.

3.5 Supplies

Supplies such as ink and paper will not be provided.

4.0 Other

Trustees will follow ~~section 4 of the~~ Policy 307 - Travel, Meals and Hospitality Expenditures for reimbursement of eligible expenses. **Trustee expenses must be submitted within 2 months of the last date of the fiscal year to be eligible for reimbursement.**