

BOARD POLICY

Board Policy Number	8.11
Subject:	Travel, Meal, Hospitality and Perquisite Expenses
Effective Date:	(525) January 30, 2007; Revised (299) November 26, 2013 - Effective January 1, 2014

Reference: Government of Ontario Broader Public Sector (BPS) Expenses Directive
Government of Ontario Broader Public Sector (BPS) Perquisites Directive
Policy 1.01, Code of Ethics – All Staff
Policy 5.30, Supply Chain Management
GF 275, Monthly Mileage Form
GF 259, Request For Reimbursement of Expenditures Paid Personally by Employee on
Behalf of the Board
GF 261, Request Authorizing Payment of Business Expenditures paid with Corporate
Credit Card Corporate/Instructional Services Pre Approval for Professional Learning
(Conferences, Conventions, Seminars, Workshops etc.)
Approval for Professional Learning (Conferences, Seminars, Workshops etc.) Funded by
Specific Grants or Other Budget Areas
Policy 6.69, Recognition of Service
GAP 320.00, Service Recognition
GAP 801.00, Out of School Programs

BACKGROUND

Travel, Meal, Hospitality, and Perquisite Expenses Policy, Number 8.11, has been developed to comply with the Broader Public Sector (BPS) Expenses Directives and the BPS Perquisite Directives issued by the Government of Ontario, through its Management Board of Cabinet under the authority of the *Broader Public Sector Accountability Act, 2010 (Part IV – Expense Claims: Allowable Expenses and Part IV.1: Perquisites)*.

PURPOSE

The purpose of this Policy is:

- to set out rules and principles for the reimbursement of expenses to ensure fair and reasonable practices;
- to set out rules on perquisites (A perquisite refers to a privilege that is provided to an individual or to a group of individuals, provides a personal benefit, and is not generally available to others), and;
- to provide a framework of accountability to guide the effective oversight of board resources in the reimbursement of expenses.

APPLICATION AND SCOPE

This Policy sets out the rules for managing travel, meal, hospitality and perquisite expenses for the board. They apply to:

- Employees
- External Consultants and contractors engaged by the board

BOARD POLICY 8.11 – Page 2

The roles, responsibilities and portfolio of the Director require significant community outreach and the need for employee support, etc. This allows discretion of the Director to determine appropriateness for various expenses incurred by the Director.

This policy was developed by staff in such a manner as to not infringe on denominational rights of the Dufferin-Peel Catholic District School Board. In this regard, Executive Council will be responsible for determining if an event may be expensed to the Board on the basis of denominational rights.

This Policy does not prevail over legislation or a collective agreement.

PRINCIPLES

- Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.
- Expenses for travel, meals, hospitality and perquisites support board objectives.
- Plans for travel, meals, accommodation and hospitality are necessary and economical with due regard for health and safety.
- Legitimate authorized expenses incurred during the course of board business are reimbursed.
- Best practices are in place, including:
 - Prior approval, by immediate supervisor, to incur expenses, is obtained;
 - Other options for meetings are always considered before travel is approved, including audio or video conferencing;
 - Corporate credit cards (for designated staff only) are used for authorized business travel and business related expenses.

.....