



<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u>	
<u>POLICY</u>	
POLICY NUMBER:	P-0005
SUBJECT:	Trustee Honoraria and Expenses
REFERENCE:	Government of Ontario Broader Public Sector (BPS) Expenses Directive Government of Ontario BPS Perquisites Directive P-0003 – Code of Conduct - Trustees P-0007 – Student Trustees P-7000 – Supply Chain Management GAP7004 – Travel, Meals, Hospitality and Perquisite Expenses GF 275T – Monthly Mileage Expense GF 276T – Trustee Expense Report GF 272 – Meal Reimbursement Attestation Form GF 273 – Trustee Conference Notification Form
EFFECTIVE DATE:	Revised (528) January 30, 2007
AMENDED DATE:	Revised (820) September 25, 2007); Revised (314), (319), (320) November 24, 2009 – Effective December 1, 2009; Revised (157) April 27, 2010; (252) August 24, 2010); (V2); Revised (296) November 26, 2013; Revised November 29, 2014 – Effective March 24, 2015, February 20, 2018, April 30, 2019, October 22, 2019; October 17, 2023; October 15, 2024

“Like good stewards of the manifold grace of God, serve one another with whatever gift each of you has received.”

1 Peter 4:10

1. OVERVIEW

- 1.1. This policy is in accordance with Ontario Regulation 357/06 of the Education Act, the Broader Public Sector (BPS) Expense Directives and the BPS Perquisites Directive 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). The directive requires all designated BPS organizations, which includes school boards, to establish expense rules for travel, meal and hospitality expenses and align them to the Ontario Public Sector (OPS) directives as much as possible. This policy ensures the denominational rights of the Dufferin-Peel Catholic District School Board (DPCDSB).
- 1.2. This policy applies to trustees and student trustees.
- 1.3. The DPCDSB will issue the trustee an honorarium based on *Ontario Regulation 357/06* and other associated Regulation(s).
- 1.4. The DPCDSB will also accommodate certain business-related expenses for trustees as outlined in

this policy.

- 1.5. For additional policies regarding student trustee honoraria, see Board [P-0007](#) – Student Trustee.

2. TRUSTEE HONORARIA AND EXPENSES

- 2.1 *Ontario Regulation 357/06* – Honoraria for Board Members will provide direction when determining trustee honorarium for trustees, other than student trustees. *Ontario Regulation 7/07 – Student Trustees* will provide direction when determining student trustee honorarium.
- 2.2 The honorarium policy will be established on or before October 15 of the calendar year in which the term of office begins. Trustees shall be paid bi-weekly by direct deposit based on 1/26 of the established honorarium.
- 2.3 The honorarium amounts for the chair, the vice-chair and other trustees will be calculated annually based on the components identified and as permitted by *Ontario Regulation 357/06*. The honorarium amounts may be modified subject to Ministry Acts and Regulation(s).
- 2.4 In addition to the honorarium, trustees will be entitled to the following:
 - (a) A meeting attendance amount of \$50.00 shall be provided to trustees for attending any meeting of a committee of the Board that is required to be established by an Act or Regulation made under the Act. These meetings are the Central Committee for Catholic School Councils (CCCSC), the Special Education Advisory Council (SEAC), the Supervised Alternative Learning (SAL), the Discipline Committee, and the Audit Committee.
 - (b) One (1) only of each of the following DPCDSB-owned technology devices will be supplied to each trustee: computer; printer; Smartphone. All technology devices shall be returned by the trustee at the end of the term in which their role as a trustee ends, or purchased by the trustee at its depreciated value as determined by the financial services department, including the option of keeping the assigned mobile phone number. Any issues that arise with the assigned equipment are to be addressed with the Director of Education and the Chair of the Board of Trustees. The DPCDSB-owned smartphone includes a DPCDSB data and usage plan that is paid by DPCDSB.
 - (c) Trustees that opt not to use the DPCDSB-owned smartphone, will have the option to use a land-line or their own smartphone device. Expenditure reimbursement can be claimed for the land-line. For the use of a personal owned smartphone, trustees will only be reimbursed at the rate paid for the DPCDSB-owned smartphone plan.
 - (d) One (1) only of each of the following at the start of the term: brief case; a paper shredder and a file cabinet, can be purchased for home office purposes. All equipment and other supplies are to be obtained from the DPCDSB standard supply catalogue. Replacements can be purchased at the start of each subsequent term, if required. These items will be deemed fully depreciated by the end of the term. Replacements and/or additional purchases of these items before the term ends will be deemed a discretionary purchase and charged to the respective trustee discretionary budget.

3. TRAVEL

- 3.1 Reimbursement of travel expenses relating to DPCDSB business includes travel to and from a trustee's residence only to a meeting of the Board, a committee of the Board, school visit, graduation, etc. These travel expenses will be reimbursed at a per kilometer mileage rate determined by the DPCDSB. Rates may be reviewed and amended from time to time, with any changes communicated to trustees. Reimbursement of travel expenses will be accommodated by completing the *Monthly Mileage Expense Form*, GF #275T, and by using the online *Mileage Expense Calculator*.

A trustee attending a conference/convention/workshop must complete and submit a Conference Notification Form [GF273](#) to the Chair of the Board prior to attending and/or registering. In the case of the Chair of the Board, the form will be submitted to the Director of Education.

- 3.2 Reimbursement of business related expenses shall be paid to trustees for attendance at approved conventions, conferences, and workshops as follows:

Outside the Dufferin-Peel area:

- a) Registration fee
- b) Economy class transportation expenses
- c) Accommodation expenses (most cost effective) for each night in attendance plus one night (as per limitations contained in this policy).
- d) Parking
- e) Internet
- f) Meals as per limitations contained in this policy (if not included in the event)

Within the Dufferin-Peel area:

- a) Registration fee
- b) Mileage reimbursement as prescribed in this policy
- c) Accommodation expenses (most cost effective) for each night in attendance
- d) Parking
- e) Internet
- f) Meals as per limitations contained in this policy (if not included in the event)

One day workshops:

- a) Registration fee
- b) Mileage reimbursement as prescribed in this policy
- c) Parking
- d) Lunch and dinner (if workshop extends beyond 5:00pm) as per limitations contained in this policy (if not included in the event)

Using a Personal Vehicle

- a) If a trustee uses his/her personal vehicle while on DPCDSB business, the following applies:

- The vehicle must be insured at the vehicle owner's expense for personal motor vehicle liability.
- It is the driver/owner's responsibility to ensure that the motor vehicle insurance includes coverage for business use of the vehicle.
- The DPCDSB will not reimburse the costs of insurance coverage for business use, physical damage or liability.
- The DPCDSB is not responsible for reimbursing deductible amounts related to insurance coverage.
- In the event of an accident, trustees will not be permitted to make a claim to the DPCDSB for any resulting damages.

3.3 The DPCDSB shall issue a T2200 Form for Income Tax purposes, to all trustees who claim mileage.

Transportation – How to Get There

3.4 Depending on the destination being travelled to, there are various options on how to get there. The options which can be available are airplane, train, vehicle, public transit or shared vehicles.

(a) Airplane

- i. Air travel is permitted if it is the most practical and economical way to travel.
- ii. Economy (coach) class is the standard option for ticket purchase, plus ground transportation.
- iii. Basic seat selection and baggage charge is permitted.

(b) Train

- i. Travel by train is permitted when it is the most practical and economic way to travel.
- ii. A coach class economy fare is the standard.

(c) Rental Vehicle

- i. Car rental should be restricted to professional development events outside of the DPCDSB area.

3.5 When renting a vehicle, a compact model or its equivalent is required. Any exceptions must be:

- documented; and
- guided by the principle that the rental vehicle is the most economical and practical size, taking into account the business purpose, number of occupants and safety (including weather) considerations.

3.6 Insurance for collision damage coverage should be purchased.

3.7 Luxury and sports vehicles are prohibited.

Public Transit/Shared Vehicles

- 3.8 Local public transportation including hotel/airport shuttles should be used wherever possible. Shared transportation options may be justified in cases where:

- group travel is more economical than the total cost of having individuals travel separately by public transit or shuttle; or
- Using shared vehicles options and/or taxi allows the trustee to meet an unusually tight schedule for meetings

- 3.9 Valet parking expense is not eligible for reimbursement, unless there is no other option made available by the hotel/event centre.

4. ACCOMMODATION

- 4.1 Trustees who attend conferences and conventions, etc., on behalf of the DPCDSB, will be reimbursed for single accommodation in a standard room. There will be no reimbursement for upgrades, suites, executive floors or concierge levels when traveling.

5. INTERNET

- 5.1 Monthly reimbursement of the connectivity charges levied by an internet provider shall be provided.

6. SCOPE

- 6.1 An out-of-pocket business expense reimbursement of up to \$7,800 per annum (*does not include expenses charged to central trustee account*) in connection with carrying out the responsibilities of a Board member shall be provided to trustees. Given the additional duties and responsibilities associated with the chair and vice-chair, additional per annum amounts of \$1,500 for the chair and \$1,000 for the vice-chair, for out-of-pocket business expenses, will be added.

- 6.2 The following types of expenses are eligible for reimbursement (details as prescribed in this policy):

- Travel and accommodations (conferences/seminars)
- Meals (meal limits apply)
- Community expenses (school support events, events recognizing DPCDSB students, Parish events related to DPCDSB mission or objectives)
- Gifts of appreciation
- Advertising and promotion (constituency communication, printing)
- Office supplies (from standard supply catalogue)
- Professional development

- 6.3 Examples of events that may be related to board business:

- Trustee association meetings or events
- Board or committee meeting

- Events promoting School Board advocacy or professional development related to the DPCDSB mission or objectives
- Parish events connected to the students, staff and the DPCDSB mission or objectives
- Events honouring DPCDSB students or staff

6.4 Examples of events that may not be related to board business:

- Community fundraising gala or charity function
- Political activities or events
- Donations to schools or community groups

6.5 Events that promote and/or support other Catholic Communities may be attended if the Board of Trustees have received an official invitation.

6.6 The following is a list of approved conventions or conferences for trustees in compliance with S171.(1)17 of the *Education Act* regarding membership fees and traveling expenses:

- Faith Meets Pedagogy
- The Canadian Catholic Schools Trustees' Association (CCSTA)
- The National Catholic Education Association (NCEA - an American convention)
- The Ontario Association of Parents in Catholic Education (OAPCE)
- The Ontario Catholic Schools Trustees' Association (OCSTA)
- People for Education
- Ontario Student Trustees' Association (OSTA)
- Religious Education Congress

6.7 Attendance at any conference, other than those noted above, requires prior approval by Board of Trustee resolution to authorize representation of the DPCDSB at the conference and subsequent re-imbursement for out-of-pocket expenses related to this business travel.

6.8 Trustees, attending conferences/conventions, would be expected to attend conferences/conventions that are educational/faith-based in nature and/or would enhance their role as a trustee.

6.9 All conventions, conferences and professional development sessions are subject to individual trustee's budget limitations.

7. HOSPITALITY EXPENDITURES

7.1. Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at Board expense to people who are not engaged in work for the Board or other broader public sector organizations (i.e. other school boards, Ontario Government, agencies and public entities).

7.2. All hospitality events require pre-approval by the Chair of the Board of Trustees in consultation with the Director of Education.

- 7.3. The hospitality regulations must be followed in conjunction with the provisions contained in DPCDSB [P-0003](#) Code of Conduct - Trustees.

Rules

- 7.4 Functions involving only trustees and people who work for the DPCDSB are not considered hospitality functions and cannot be reimbursed. This means that hospitality may never be offered solely for the benefit of anyone covered by this Policy: Ontario Public Sector (OPS) employees, agency/organization employees, appointees or consultants.
- 7.5 Hospitality may be extended, for those not engaged with the DPCDSB, in an economical and consistent manner when:
- it can facilitate the DPCDSB business; and
 - it is considered desirable as a matter of courtesy or protocol.
- 7.6 Expenses that do not fit the definition of government hospitality will not be reimbursed. Examples of such expenses: office social events, retirement parties and holiday lunches, celebrations and year-end functions.
- 7.7 Payment for alcoholic beverages using DPCDSB funds is prohibited at any hospitality event, except in cases pre-approved by the Director of Education.

When hospitality is appropriate:

- 7.8 Hospitality (e.g. of acceptable events - parish priest & Catholic School Council) may be extended on behalf of the DPCDSB when engaging in discussion of official public matters with those not engaged by the DPCDSB:
- representatives from other governments;
 - business and industry;
 - public interest groups; or labour groups;
 - providing people from national, international, or charitable organizations with an understanding or appreciation of the DPCDSB;
 - Recognition for outstanding achievement (e.g. retirement, meritorious awards, etc.)
- 7.9 When hospitality expenses are submitted for reimbursement, the names of the individuals entertained, their role, and a clearly stated purpose of the hospitality should be provided.
- 7.10 Hospitality may never be offered solely for the benefit of trustees and/or DPCDSB employees. Examples include office social events, tickets costs for theatre, concert, movie or sporting events, individual retirement parties and holiday lunches or other expenses that do not support board business.
- 7.11 DPCDSB funds cannot be used for spouses/partners.
- 7.12 Responsibilities regarding alcoholic beverages at hospitality events:

- Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place.
- Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is an approved business case.
- The cost of alcoholic beverages must not exceed the cost of food at a hospitality event.
- Alcohol should be provided in a responsible manner, e.g., food must always be served when alcohol is available.

Submitting the claim for reimbursement:

7.13 All expenses must be documented and the original itemized receipts are to be included. The claim must include event details regarding:

- agenda;
- purpose;
- date(s);
- location;
- type of hospitality (breakfast, lunch, dinner, reception, refreshments.);
- attendees listed by name, title and organization;
- appropriate prior approvals.

7.14 Hospitality is acceptable for school openings and school closings; and milestone anniversaries (10 years, 15 years, 25 years etc.) as organized by staff.

7.15 The following expenses will not be reimbursed:

- Christmas luncheons or dinners
- Department socials
- Retirement parties
- Staff Christmas parties
- External social events (e.g. Principals/Vice-Principals golf tournament)
- Staff appreciation lunches other than board wide as identified in [P-1006](#) – Recognition of Service
- End of year parties/dinners/lunches
- End of semester parties/dinners/lunches

7.16 Exceptions: If Trustees are expected to attend a number of retirement and other functions for staff and peers and association retirement events, these expenditures may be paid from board funds. For example, trustees can expense attendance at employee and association retirement events when they are attending in their role as trustees.

7.17 Trustees who are considering accepting hospitality from vendors to the Board, must also adhere to the provisions described in Board [P-0003](#) – Code of Conduct - Trustees.

8. APPROPRIATENESS

8.1. Reimbursable expenses are those that relate directly to DPCDSB business, as follows:

Procurement card/credit card to trustees

- 8.2 Trustees do not receive procurement cards/credit cards since all purchasing of supplies and office equipment is procured through the DPCDSB Supply Chain Management Department and all travel arrangements for trustees are arranged centrally through the office of the Director of Education.

Cash advances to trustees

- 8.3 Cash advances or per diems are not provided to trustees. However, a cash advance is available to student trustees when expected to represent the DPCDSB on business. Original receipts would be submitted subsequent to the event and the student trustee would be expected to reimburse the DPCDSB for any unspent cash advance.

Advertising and Newsletters

- 8.4 Advertising and newsletter expenditures by the trustee are reimbursable and included in the out-of-pocket expenditure guidelines noted in this Policy. However, these types of expenditures become ineligible for reimbursement as of June 30 of an election year.

Meals

- 8.5 Meals are reimbursed at the established meal reimbursement rates. Taxes and gratuities are included in the rates.

9. REASONABLENESS

- 9.1 Each trustee is allocated up to \$7,800 reimbursement of out-of-pocket expenses on an annual basis (Additional amounts of \$1,500 for the Chair and \$1,000 for Vice-Chair).
- 9.2 For each fiscal year, any expenditure in excess of \$7,800 per annum is to be paid back by the trustee to the DPCDSB, within 60 days of written notification. If a trustee under spends his/her budget at the end of the fiscal year, it will be treated like any other cost savings in the DPCDSB overall budget and not carried forward.
- 9.3 Expenditures relating to support for a political party, for a candidate seeking political office or any charity event that is not related directly to the education endeavour of the DPCDSB, are not permitted.

Meal Rules (For conferences and business meetings as prescribed in this policy)

- 9.4 Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. There are no exceptions.
- 9.5 Meal costs are not reimbursable if they are provided as part of the registration fee for the conference, workshop or seminar.

9.6 The rates are not an allowance. Meals must be purchased in order to be able to submit a claim for reimbursement. All meal expense claims will be reimbursed after the event or conference for which the expense is being claimed.

9.7 When two (2) or more trustees attend the same conference or workshop, all eligible meal expense reimbursement claims must be submitted individually by each trustee.

Meal Expenses Paid Personally while attending an approved conference, seminar, workshop, etc.:

9.8 Reimbursement claim for personally paid expenses for meals includes an attestation ([GF272](#)) form indicating meals were consumed as claimed and requires a copy of the agenda to be provided. Original receipts are not required.

Other Meal Expenses Paid Personally:

9.9 Reimbursement claim for personally paid expenses for meals applicable under 9.13 and 9.14 must include original, itemized receipts, purpose of meal, list of attendees and agenda and reimbursement must not exceed the actual amount spent.

Meal Rates

9.10 Meals are categorized by type (i.e. breakfast, lunch and dinner), and subject to the maximum allowable amounts as follows:

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$50.00
Total	\$95.00

9.11 The above maximum amounts include taxes and gratuities.

9.12 For meal expenses claimed for events outside Canada the meal allowance amounts are converted to the Canadian dollar equivalent.

9.13 Meal expenses may be re-imbursed to trustees under the following limited situations: Meetings with Non-Public Sector Employees:

- i. Trustees may conduct a meeting during a meal, in the event they need to meet with a non-Public Sector employee for a length of time and it is the only available time to meet. When considering these expenditures, trustees shall ensure that they are reasonable, subject to good judgment, exercised in appropriate circumstances, and able to stand up to scrutiny by auditors and members of the public.

9.14 Meetings with Public Sector Employees and Other Trustees:

- i. For meetings **less than 1 hour**, refreshments such as coffee, tea, juice and water may be made available.
- ii. For meetings **greater than 1 hour and less than 4 hours**, beverages and muffins, etc. may be made available.
- iii. For meetings **more than 4 hours** in length and extending over the normal lunch period, a light lunch may be offered to facilitate the flow of the meeting(s). example: attending school visits all day.
- iv. A meal can be provided where meetings commence early morning (breakfast) and over the lunch hour and after 5:00 pm when trustees are expected to attend. Example:
attending
Board/Committee Meeting starting at 7:00 pm.

9.15 Having a meal to meet with a Principal and/or a Superintendent is not permitted unless the above criteria is met.

9.16 All eligible claims for meals must include original, itemized receipts, names and titles of the individuals in attendance, the business reason for the meal, date, time and location of meeting and a copy of the agenda.

9.17 Please note that expense reimbursements cannot be claimed for meals that are included in the conference or event registration fee. However, special exceptions may be made in circumstances where a trustee is unable to attend meals which are provided at the conference.

Individual Purchases

9.18 Any individual purchase that is greater than \$500.00 excluding travel expenses, requires prior written approval by resolution of the Board of Trustees.

Gift Giving

9.19 Appropriate token gifts of appreciation, valued up to \$30.00 plus applicable taxes, may be offered in exchange for gifts of service or expertise to people who are not engaged in work for the DPCDSB.

9.20 Unacceptable Gifts:

- Cash
- Alcohol (including gift certificates from alcohol retailers)
- Retirement gifts (*except attendance at retirement events as noted in Hospitality section*)
- Birthday gifts
- Flowers/recognition gifts (i.e. Administrative Day, life events).

Small Token Gifts of Appreciation

- 9.21 Small token gifts of appreciation valued up to \$30.00 plus applicable taxes to employees / trustees, government employees, employees of other BPS organizations may be provided for work and effort above and beyond. This does not include gifts at Christmas and end-of-year gifts to staff. For example, a gift would be acceptable if an employee attends a session on a Saturday to make a presentation on behalf of the DPCDSB.

Social Events and Life Events

- 9.22 Private collection of funds should be used to provide gifts for recognition of life events (such as births, weddings and anniversaries, birthdays, Christmas and end-of-year gifts).

Bereavement Recognition

- 9.23 Circumstances for bereavement recognition, as appropriate, in the event of death of a direct employee, their spouse or children, current students or parent(s) of current students of the DPCDSB:
- On behalf of the Board of Trustees, the Chair may send flowers, gift basket or mass card;
 - Trustees may send Mass card and/or flowers.
- 9.24 Mass cards may be sent by trustees as deemed appropriate in circumstances beyond those listed above.
- 9.25 The Director of Education has discretion in determining bereavement recognition in circumstances beyond those listed above. The Chair, in discussion with the Director of Education, may request flowers to be sent from the office of the Director, on behalf of the DPCDSB and the Board of Trustees, in circumstances beyond those listed above.

10. INDIRECT COSTS

- 10.1 In addition to the out-of-pocket expenses (up to \$7,800 annually) and the reimbursable expenses noted in this policy, the DPCDSB has an established budget for centralized costs associated with trustee activities that are absorbed centrally by the DPCDSB, such as:
- Smartphone charges
 - Mileage reimbursement
 - Internet charges
 - Residential telephone (if trustee does not choose to have a Board issued Smartphone)
 - Home office equipment
 - Central office supplies/equipment
 - Ontario Catholic School Trustee Association (OCSTA) membership fee
 - Administrative support
 - Ancillary costs associated with meetings
 - Refreshments and meals before Board and Committee meetings

11. PROCEDURE FOR REIMBURSEMENT OF BUSINESS RELATED EXPENDITURES

- 11.1 All expense reimbursements are to be claimed by completing the Trustee Expense Report – Form [GF276T](#).
- 11.2 To substantiate each reimbursement, the claim form must have the following supporting documents attached:
- a) attestation ([GF272](#)) for meals at conferences, workshops or seminars.
 - b) original documentation including itemized receipt and proof of payment to support the expenditure.
 - c) business reasons for the expenditure.
 - d) list of individuals and titles/roles of those in attendance.
 - e) signature of the claimant to certify the expense claim.
 - f) Agenda (if meeting and/or conference related).
- Please note that credit card vouchers that are not accompanied by an original receipt, are not sufficient for reimbursement.
- 11.3 Expense claims are to be submitted within thirty (30) days after the end of the month.
- 11.4 After the close of the August 31 year-end, submit expenses for reimbursement within ten (10) business days following August 31 of each year.

12. PUBLICATION OF TRUSTEES' ANNUAL EXPENDITURES

- 12.1 By December 31 of each year, the DPCDSB will post each trustee's annual expenditure by major category, for the last fiscal year, on the DPCDSB website. In addition, centralized costs associated with trustee activities will also be posted on the DPCDSB website.

13. PROTOCOL FOR APPROVALS

- 13.1. The DPCDSB requires that all business expenditures incurred by the chair and other trustees, be subject to approval.
- 13.2. Approvers are accountable for their decisions, which must be:
- subject to good judgment and knowledge of the situation;
 - exercised in appropriate circumstances; and
 - comply with the principles and mandatory requirements set out in this policy.
- 13.3 When a situation arises and discretion needs to be exercised, approvers should consider whether the request is:
- able to stand up to scrutiny by the auditors and members of the public/media
 - properly explained and documented
 - fair and equitable
 - reasonable
 - appropriate

Expenses by the Chair of the Board

- 13.4 The Executive Superintendent of Finance, Chief Financial Officer and Treasurer, and in his/her absence, the Superintendent of Financial Services, shall certify that the Chair of the Board's expenses claimed comply with DPCDSB policy and recommends that the Director of Education approve the expense claim for reimbursement. The Director of Education then approves reimbursement of expenses claimed by the Chair.

Expenses by Individual Trustees

The Executive Superintendent of Finance, Chief Financial Officer and Treasurer, and in his/her absence, the Superintendent of Financial Services, shall certify that the trustee expenses claimed comply with DPCDSB policy. The Chair of the Board, and in his/her absence, the Vice-Chair of the Board, shall then approve the expense claim for reimbursement.

14. DISPUTES REGARDING ELIGIBILITY OF EXPENSES

- 14.1. In cases where an expense being claimed by a trustee or the Chair of the Board has been declared ineligible as it may be deemed as inappropriate or unreasonable, the trustee or Chair of the Board may contest the decision during a public session of the Board of Trustees and seek the approval of the expenditure, through Board motion.