

<b><u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u></b> <b><u>POLICY</u></b>	
<b>POLICY NUMBER:</b>	<b>P-7004</b>
<b>SUBJECT:</b>	Travel, Meal, Hospitality and Other Business Expenses
<b>REFERENCE:</b>	<a href="#">Government of Ontario Broader Public Sector (BPS) Expenses Directive</a> <a href="#">Government of Ontario Broader Public Sector (BPS) Perquisites Directive</a> <a href="#">P-0004</a> Code of Ethics – All Staff <a href="#">P-7000</a> Supply Chain Management <a href="#">P-1006</a> Recognition of Service <a href="#">GAP1003</a> Service Recognition <a href="#">GAP3013</a> Educational Excursions <a href="#">GAP7006</a> Accounting – School Petty Cash <a href="#">GAP7004</a> Travel, Meal, Hospitality, and Other Business Expenses
<b>EFFECTIVE DATE:</b>	January 30, 2007;
<b>AMENDED DATE:</b>	November 26, 2013; January 1, 2014; February 21, 2023

*“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. The Dufferin-Peel Catholic District School Board (DPCDSB) supports the best practices for reimbursement of business-related expenditures, as well as travel, meal, hospitality, and perquisite expenses.
  - 1.1. Policy 8.11 – Travel, Meal, Hospitality, and Other Business Expenses 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)*.
  - 1.2. The purpose of this policy is:
    - (a) to set out rules and principles for the reimbursement of expenses to ensure fair and reasonable practices;
    - (b) 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 DPCDSB resources in the reimbursement of business-related expenses.

## 2. APPLICATION AND SCOPE

- 2.1. This policy sets out the rules for managing business expenditures, as well as travel, meal, hospitality, and perquisite expenses for DPCDSB. They apply to:
  - (a) Employees
  - (b) External Consultants and contractors engaged by DPCDSB
- 2.2. The roles, responsibilities, and portfolio of the Director of Education require significant community outreach and the need for employee support. This allows discretion of the Director to determine appropriateness for various expenses incurred by the Director of Education.
- 2.3. This policy was developed in such a manner as to not infringe on denominational rights of DPCDSB. In this regard, Executive Council will be responsible for determining if an event may be expensed to DPCDSB on the basis of denominational rights.
- 2.4. This policy does not prevail over legislation or a collective agreement.
- 2.5. Taxpayer dollars are used prudently and responsibly with a focus on accountability and transparency.
- 2.6. Business expenditures and expenses for travel, meals, hospitality, and perquisites support DPCDSB objectives.
  - 2.6.1. Refer to General Administrative Procedure (GAP) [GAP7007](#) Accounting – Petty Cash and [GAP7016](#) Travel, Meal, Hospitality, and Other Business Expenses for more information.
- 2.7. Plans for travel, meals, accommodation, and hospitality are necessary and economical with due regard for health and safety.
- 2.8. Legitimate authorized expenses incurred during the course of board business are reimbursed.
- 2.9. Best practices are in place, including:
  - (a) Prior approval, by immediate supervisor, to incur expenses, is obtained;
  - (b) Other options for meetings are always considered before travel is approved, including audio or video conferencing; and
  - (c) Corporate credit cards (for designated staff only) are used for authorized business travel and business-related expenses.