

SUPERIOR NORTH CATHOLIC District School Board

Policy: TRAVEL EXPENSES

Effective: March 19, 2012

Policy Statement:

The Superior North Catholic District School Board commits to operational and fiscal effectiveness in all of its partnerships, based on Catholic values. As a designated broader public sector organization, the Board will ensure it complies with specific guidelines or directives designed for the broader public sector (BPS). Key principles to be observed are: accountability, transparency, value for money and fairness.

The Board recognizes that personnel required to travel in the course of their duties should have reasonable expenses reimbursed as a result of that traveling.

An allowance will be paid on the basis of distance traveled. Programs should be planned by personnel on such a basis as to limit the traveling to a minimum. Under usual circumstances, no expenses shall be paid for travel to and from work.

Any extraordinary or unusual expenses incurred while traveling, that a staff member feels should be paid by the Board, must be requested in writing, with appropriate reasons. This request may be approved at the discretion of the Director of Education.

<p><u>Cross Reference</u></p> <ul style="list-style-type: none"> • GP205/AR205 Board Member (Trustee) Honoraria and Expenses 	<p><u>Prior Date Approved</u> August 25, 2011</p> <p><u>Revised Date Approved</u> March 6, 2012</p> <p><u>Board Motion</u> #24/12</p> <p><u>Review Prior To</u> January 2013</p>	<p><u>Legal/Ministry Reference</u></p> <ul style="list-style-type: none"> • BPS Accountability Act, 2010 • BPS Expenses Directive • OPS Travel, Meal and Hospitality Expenses Directive
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