

Toronto District School Board

Policy P016

Title: EMPLOYEE AND TRUSTEE EXPENSES

Adopted: March 6, 2003

Revised: September 24, 2008, December 10, 2008, June 29, 2009, **May 14, 2014**

Reviewed:

Authorization: Board

1.0 OBJECTIVE

To set out the rules that apply to employees and trustees for expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

2.0 RESPONSIBILITY

Associate Director, Finance and Operations

3.0 POLICY

It is the policy of the Toronto District School Board that employees and trustees will be reimbursed for legitimate expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

The attached Appendix provides the Operational Procedure PR 582 – Expenditure Guidelines, provides direction to administration on approval requirements and reimbursement of expenditures by employees and trustees of the Toronto District School Board.

4.0 SPECIFIC DIRECTIVES

The Director has authority to implement this policy and procedures.

5.0 REFERENCE DOCUMENTS

Operational Procedure PR.582 (a), Employee Expenditure Guidelines

Operational Procedure PR.582 (b), Trustee Expenditure Guidelines