



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

**Policy Name:** Expenses and Reimbursements for Trustees  
**Section:** Business and Administrative Services

**Policy Code:** BA-4.9

Established: January 24, 2022

Revised or

Reviewed: April 15, 2024, May 20, 2025

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### 1. POLICY STATEMENT

Kawartha Pine Ridge District School Board (KPR) is committed to the accountability and transparency of public funds.

KPR will reimburse trustees for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while attending workshops, conferences and conventions, representing the interests of students, the community and/or the Board. The Board is accountable to the public for these expenditures in accordance with Board policies, procedures and the Broader Public Sector Accountability Act.

### 2. OBJECTIVE

This policy establishes the parameters for reimbursement of eligible expenses incurred by trustees as they carry out their responsibilities as elected officials. The establishment of a distinct trustee expense policy promotes financial integrity, accountability, and transparency.

### 3. DEFINITIONS

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Broader Public Sector (BPS) Accountability Act

This Act establishes requirements in the areas of compensation, expenses, perquisites, business documents and procurement, and is designed to improve accountability and transparency across the BPS.

Under the BPS Accountability Act, designated BPS organizations include hospitals, school boards, colleges, universities, Community Care Access Corporations, and Children's Aid Societies.

#### Board of Trustees

The elected governance branch of the Board.

Trustee

For the purpose of this policy, trustee includes the Board of Trustees and student trustees.

#### **4. APPLICATION**

This policy applies to all trustees.

#### **5. RESPONSIBILITY**

The Chairperson of the Board and the Superintendent of Business and Corporate Services have responsibility for this policy.

#### **6. POLICY**

##### **6.1 Trustee Expense Reimbursement**

###### **6.1.1**

It is the policy of the Kawartha Pine Ridge District School Board that trustees will be reimbursed for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities while representing the interests of students, the community and/or the Board.

##### **6.2 Trustee Delegates and Participants Selection at Workshops, Conferences and Conventions**

###### **6.2.1**

The Board encourages members to attend conferences hosted by organizations in which it holds membership.

###### **6.2.2**

The Chairperson of the Board and the Director of Education and Secretary of the Board advise trustees of workshops, conferences and conventions by circulating information as it is received.

###### **6.2.3**

Attendance at conferences, conventions or workshops shall be approved by the Trustee Development Committee comprised of the Board Chairperson, Vice-chairperson and Past Chairperson of the Board.

###### **6.2.4**

Any trustee may appeal any decision of the committee to the Board.

###### **6.2.5**

Attendance at out-of-province symposia such as those hosted by the Canadian School Boards Association may be approved by the Trustee Development Committee. Travel to such symposia will be compensated at the most cost-efficient method of travel and in accordance with Item 6.3 below.

**6.2.6**

Attendees at conferences and workshops will provide a written and/or oral report at an appropriate Board meeting and materials from conferences and workshops will be made available if requested by the Trustee Development Committee.

**6.3 Trustee Conference Expenses****6.3.1**

Expenses must not exceed the annual maximum allocation, in aggregate, as determined by the Ministry of Education.

**6.3.2**

Travel to conferences, conventions or workshops will be compensated at the most cost-efficient method as recognized by the Trustee Development Committee. Trustees approved to attend but choosing an alternate method of travel, shall be compensated as per the most cost-efficient method of travel.

**6.3.2.1**

Registration fees (and airline tickets if applicable) may be paid for by the Board in advance and will be charged to the appropriate budget allocation. Travel fare (i.e. air, train) shall be limited to economy rates.

**6.3.2.2**

Accommodation expenses will be billed directly to the Board.

**6.3.2.3**

Reimbursement shall be by signed travel expense claim supported by vouchers for expenditures.

**6.3.2.4**

Reimbursement for transportation by automobile shall be by signed travel expense claim in accordance with generally accepted accounting principles. Where two or more persons travel by automobile to the same destination, the use of carpools is encouraged.

Administrative Regulation BA-4.9.1, Expenses and Reimbursements for Trustees, provides direction on the approval requirements and reimbursement of expenditures by trustees of the Kawartha Pine Ridge District School Board.

**7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS**

Board Policies:

[BA-5.1, Procurement Procedures](#)

Administrative Regulations:

[BA-4.9.1, Expenses and Reimbursements for Trustees](#)

[BA-5.1.1, Procurement Procedures](#)

## 8. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)  
[Education Act](#)