

## GOVERNANCE

## Policy 203-G

### Trustee Stipend and Expenses

#### **Trustee Stipend**

Trustee stipend levels will be approved annually as a separate line item in conjunction with the district operational budget.

Trustee stipends will be adjusted annually according to the rate change in the Vancouver Consumer Price Index (CPI) for the previous year.

Before the end of the trustees' term, the trustee stipend will be reviewed to ensure the current value is comparable with school districts in the region whose stipend similarly includes an undocumented allowance for expenses incurred within the district.

Trustees will not be reimbursed for travel expenses within Richmond, or for other expenses associated with fulfilling their duties in Richmond at meetings, district events and liaison schools. Such expenses are covered by the stipend. Travel expenses outside of Richmond are reimbursable, as set out in "Expenses Claims" section below.

In accordance with the provincial Financial Information Act-Regulation, Trustee stipend levels and expenses reimbursed are reported each fiscal year in the district's Statement of Financial Information. This information is made available on the district's website.

#### **Trustee Expenses**

As required, trustees will be provided with resources deemed necessary by the Board.

Upon termination of their role as trustee, equipment provided by the District may be required to be returned to the District.

#### **Expense Claims**

- Claims for reimbursement should be submitted within a month of occurrence (and must be submitted by the end of the fiscal year) to the Secretary Treasurer for acceptance and will be paid upon Board approval.
- Expenses claims submitted after the end of the fiscal year in which they were incurred will not be honored.
- Original itemized receipts are required for all expenses with the exception of the per diems.
- Credit card statements and credit card receipts should be accompanied by original itemized receipts.
- In instances where an original receipt is not issued or has been lost, a copy of the credit card statement or credit card slip together with an explanatory note signed by the claimant must accompany all travel and expense claims.
- Trustees are discouraged from using personal credit cards for material expenditures related to Board business, as the rewards accrued can attract a taxable benefit under Canada Revenue Agency regulations. Material expenditures include, but are not limited to capital items such as computers, meeting room bookings, etc. However, it is recognized that for incidental and travel expenses credit cards are an acceptable and appropriate medium for payment.

- Token gifts, not exceeding \$100.00 will be reimbursed with original receipts.
- The following documented travel expenses outside the Lower Mainland will be reimbursed: economy return airfare, bus, ferry, train, or vehicle kilometerage and parking, whichever is the lesser. Vehicle kilometerage and meals will be compensated at the BCSTA (BC School Trustees Association) per diem rates.
- Expenses incurred outside Canada will be reimbursed in the Canadian equivalent value at the time the expense was incurred.

## **Ineligible Expenses**

Expenses which are ineligible for reimbursement are inclusive of, but not restricted to:

- Any expenses related to accompanying travel companions, except where a spouse or companion has received a written invitation to the event
- Pet care expenses
- Non-business or personal related expenses (hairdressers, toiletry articles)
- Parking and other traffic fines
- Personal travel insurance for non-Board activities
- Insurance coverage for privately owned vehicles
- Expenses for the repairs and cleaning of privately owned vehicles
- Expenses related to damages to privately owned vehicles or to uninsured rental cars
- Interest charges levied on overdue invoices or credit card statements
- Unnecessary stopovers
- Lost or stolen items
- In room entertainment
- Medical bills, prescriptions, etc., except for immunization costs incurred for foreign business travel as required by Public Health Canada
- Alcoholic beverages
- Tobacco

## **Hosting**

Claims for expenses paid by a trustee to host individuals for refreshments or meals in the course of District business require submission of receipts, names of attendees and purpose of the meeting. Reimbursed costs will not exceed the current BCSTA per diem rates for meals.

## **Community Relations and Fundraising**

- The Board, upon recommendation of the Finance and Legal Committee, will annually determine the extent of its paid representation and financial or other contribution to fund raising and community-building functions.
- Trustees who are delegated to attend such functions and who incur expenses as a result will be reimbursed in accordance with these Administrative Guidelines.
- Travel expenses within the District will not be reimbursed.
- The Board will pay for trustee and/or delegated staff attendance only. Attendance will be shared equitably among trustees.