



# Northeastern Catholic District School Board

## ADMINISTRATIVE EXPENSES

**Policy Number: B-9**

**Authority: 07-123/13-10/14-03/17-04/  
19-142/22-97**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) is committed to financial integrity, accountability and transparency to ensure reasonable expense rules where expenses are reimbursed from public funds. The NCDSB recognizes that administrative expenses are essential to the operation of the Board, the enhancement of student achievement, and to the outcomes of the multi-year strategic plan.

### REFERENCES

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NCDSB Administrative Procedure  
APB002 Administrative Expenses  
*Broader Public Sector Accountability Act, 2010*

### DEFINITIONS

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N/A

### POLICY REGULATIONS

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- 1.0 Budget allocations are approved by the Board of Trustees through the annual budget process.
- 2.0 All staff travel shall be pre-approved by an appropriate supervisor and subject to the availability of funds.
- 3.0 Expenses shall only be eligible for reimbursement with itemized receipts.
- 4.0 Due consideration shall be given to travel cost, replacement costs and scheduling when selecting the method of transportation.
- 5.0 The use of personal vehicles for Board related travel is subject to the approval of an immediate supervisor with first considering the use of an NCDSB contracted car rental service. Such authorized travel shall be reimbursed based on rates set out in the corresponding procedure.
- 6.0 Meals will be reimbursed to a maximum as set out in the corresponding procedure. Meals will only be reimbursed, with an itemized receipt attached and provided that a meal is not included in the meeting/conference that staff is attending, to a maximum as defined in the procedure. Photocopies of receipts or credit/debit card slips are not acceptable.
- 7.0 No alcoholic beverages will be reimbursed.

- 8.0 The use of hotel mini bars, movies, spa treatments and other peripheral hotel services shall not be reimbursed by the Board, with the exception of internet services where such services are required for Board-related purposes.
- 9.0 The level of accommodation shall be reasonable with consideration to the average rates in the location of travel.
- 10.0 Corporate credit cards may be provided to supervisory officers, management, and other senior personnel upon authorization by the Director of Education for receipt and payment of expenses related to their duties, including travel expenses.
- 11.0 Cardholders shall exercise due diligence for the care and use of the card. Security shall be considered when using the card for internet purchases.
- 12.0 Corporate credit cards may not be used for personal charges, for lavish gifts or to circumvent approval limits through split purchases.