

Subject: Reimbursement of Expenses

Effective: March 1, 1983

Revised: June 1994; July 1 2001; July 2002; October 2008; May 2011

1.0 PURPOSE

This policy replaces previous policies 113 (Travel Expenses – Trustees), 131 (Out-of-Province Travel), and 113 (Travel).

The purpose of this policy is to provide guidance with respect to the reimbursement of expenses.

2.0 APPLICATION

This policy applies to:

- members of the District Education Councils;
- members of the Parent School Support Committees; and
- persons employed by a school district or school.

3.0 DEFINITIONS

None

4.0 LEGAL AUTHORITY

4.1 [Education Act](#) section

57(1) (kk) The Lieutenant-Governor in Council may make regulations respecting the reimbursement of expenses of members of a Parent School Support Committee or a District Education Council

4.2 [Governance Structure Regulation \(2001-48\)](#) sections

34(2) Members of a District Education Council shall be reimbursed, from the budget provided by the Minister under section 50.2 of the Act and in accordance with provincial guidelines, for reasonable expenses incurred in carrying out official business of the District Education Council.

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34(3) A District Education Council may reimburse, from the budget provided by the Minister under section 50.2 of the Act and in accordance with provincial guidelines, members of a Parent School Support Committee for reasonable travel expenses incurred in attending official meetings of the Parent School Support Committee.

4.3 [Financial Administration Act](#) section

6(1) Board of Management may

(h) determine and regulate the payments that may be made to persons employed in the public service by way of reimbursement of travelling or other expenses and by way of allowances in respect of expenses and conditions arising out of their employment.

5.0 GOALS / PRINCIPLES

The goal of this policy is to ensure that persons employed by a school district and members of the school district governance structure are treated consistently across the province when reimbursed for expenses incurred in the performance of their duties.

6.0 REQUIREMENTS / STANDARDS

- 6.1 A District Education Council member is to be reimbursed in accordance with [AD-2801](#) for travel expenses incurred by the member only, while on official Council business that has been approved by the Council.
- 6.2 If a District Education Council chooses to reimburse a Parent School Support Committee member for travel expenses incurred by the member as outlined in section 34(3) of the [Governance Structure Regulation](#) (see section 4.2 of this policy), the member is to be reimbursed in accordance with [AD-2801](#).
- 6.3 An employee of a school district or a school is to be reimbursed in accordance with [AD-2801](#) for travel expenses incurred while on official school district or school business approved by the superintendent or designate.
- 6.4 Superintendents may authorize district related travel expenses incurred as per Travel Policy [AD-2801](#), unless [AD-2801](#) specifically limits authorization to "Deputy Head **exclusively**".
- 6.5 A District Education Council member will also be reimbursed for incidental expenses incurred as a result of attending District Education Council-related meetings. The incidental expenses allowed will be an amount of up to \$50.00 per meeting for a maximum of 20 meetings per year for District Education Council members and 30 meetings per year for District Education Council Chairs. The claimant must submit proof of meeting attendance in order to be reimbursed. Please note that these incidental expenses are in addition to any travel-related claims as per subsection 6.1, and shall be submitted using a travel claim form.

7.0 GUIDELINES / RECOMMENDATIONS

The \$50.00 incidental expense reimbursement may be claimed for any meeting or function related to official District Education Council business, and for which proof of attendance can be provided. This includes regular and special District Education Council meetings, provincial forums, and any other meeting or function for which the District Education Council decides it should have an official presence.

8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING

The District Education Council may develop policy consistent with this policy and [AD-2801](#) in order to carry out their obligations under this policy.

9.0 REFERENCES

Provincial Administration Manual Policy [AD-2801](#) – Travel Directive

10.0 CONTACTS FOR MORE INFORMATION

Department of Education and Early Childhood Development – District Financial Services Branch (Anglophone) – (506) 453-6533.

Persons without access to the Provincial Administration Manual System on the government's intranet site may obtain a copy of a Provincial Administrative Directive by contacting the Department of Finance, Management Services, (506) 453-8014.

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