

## **Policy and Regulation**

### **7.06.06 – Public Disclosure of Travel and Expenses**

**Policy Approved: 2013.03.27**

#### **POLICY**

The Board of Trustees will publicly disclose the expenses reimbursed to trustees and senior officials, in order to enhance the confidence of the public in its operations by being accountable and transparent.

#### **DEFINITION**

Expenses are defined as costs and allowances incurred by an individual in the course of Board business (regardless of how the expenses have been paid or are being reimbursed) and include:

- Travel (including transportation, accommodation, meals and incidentals).
- Hospitality (applies only when the event involves participants from outside the Board).
- Working sessions (applies when only people who work for the Board are involved).

#### **REGULATIONS**

1. The provisions of this policy apply specifically to individual trustees and the Superintendent of Schools.
2. The provisions of this policy, with the exception of the public disclosure provisions, shall also be applicable to all employees of the District. Details of employee expenses will be made available when requested by members of the public, subject to the requirements of the Freedom of Information and Protection of Privacy Act.
3. Expenses must be attributable, meaning that expenses incurred by one individual on behalf of another must be attributable for disclosure purposes to the individual for whom those expenses were incurred.
4. Expense reports shall include, at a minimum:
  - Name of the individual who incurred the expense.
  - Date of transaction(s).
  - Transaction amount(s).
  - Expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality).
  - Description and rationale.
  - Supporting documentation (receipts).
5. Detailed receipts for travel, meals and incidentals (unless an allowance is being claimed), and other expenses should be included with the expense report. The receipt should itemize the purchases made, including food and beverages consumed.

## **Policy 7.06.06 – Public Disclosure of Travel and Expenses**

6. If a detailed receipt is not available, the claimant must provide a written statement attesting to the following:
  - The expense was incurred and related to Board business.
  - The expense has not been claimed previously.
  - The circumstances as to why the receipt is missing.The attestation must be signed by the claimant and the approver of the claim.
7. Expenses shall be posted online on the District web site on a monthly basis.
8. Information that would normally be withheld under the Freedom of Information and Protection of Privacy Act, such as personal information, shall be redacted from supporting documentation, and will not be publicly disclosed.

### **Travel Expenses**

1. Reasonable and appropriate meal expenses may be reimbursed. Meal expenses may be incurred as part of a working session (e.g., a business meeting over lunch)
2. Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense.
3. In the event travel by air is the most appropriate mode of transportation, economy class is the booking class for all domestic flights. Should a medical condition necessitate upgraded travel, a physician's order must be obtained prior to booking.
4. In the event of extended time in air, or security or medical concerns, consideration may be given to booking business class.
5. Taxis are the preferred method of ground transportation. Rental vehicles may be used where practical, and should take into account a vehicle appropriate to the number of people travelling and road conditions.
6. Tips are reimbursable and should be appropriate to the location, service level and local protocol and are not to exceed 20% of the total bill.
7. Other reimbursable expenses may include reasonable travel expenses, such as laundry and dry cleaning when travel is longer than four consecutive nights, and internet connectivity in hotel, airplanes or other public places when required for business purposes.

### **Hospitality**

1. Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at public expense to people who are not engaged in work for the Red Deer Public School District.

### **Policy 7.06.06 – Public Disclosure of Travel and Expenses**

2. Hospitality may be extended in an economical and consistent manner when it can facilitate District business and/or it is considered desirable as a matter of courtesy or protocol.
3. Hospitality may be appropriate in circumstances when:
  - Engaging in discussion of official public matters with or sponsoring conferences or meetings for:
    - Representatives of other governments.
    - Publicly funded organizations.
    - Business and industry.
    - Public interest groups.
  - Providing people from national, international or charitable organizations with an understanding or appreciation of Red Deer Public Schools.
  - Honoring distinguished people for exceptional public service.
  - Conducting prestigious ceremonies for governmental or private sector representatives.
4. Prior approval of the Board is required for hospitality events including alcohol where the expense is incurred by a Board member or the Superintendent. Hospitality events involving alcohol that originate from sources other than the Board or Superintendent require the prior written approval of the Superintendent.
5. If alcohol is provided at a hospitality event, it must be provided in a responsible manner (e.g., food must always be served when alcohol is available).