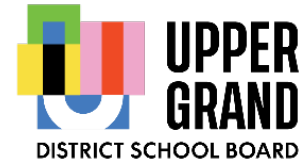


# Reimbursement of Employee Expenses Policy 701



<b>Category:</b>	Finance
<b>Administered by:</b>	Chief Financial Officer
<b>First adopted:</b>	December 1999
<b>Revision History:</b>	February 2010, June 2013, April 2020
<b>Next Review:</b>	2024-25 School Year

## 1. Policy Statement

It is the policy of the Upper Grand District School Board to reimburse its employees for necessary expenses incurred while on authorized board business. Such reimbursements shall be in compliance with board policies, reasonable and transparent with appropriate accountability and reporting mechanisms.

## 2. Details

- 2.1 It is the responsibility of the Chief Financial Officer to administer this policy.
- 2.2 It is the responsibility of each senior administrator, principal, and department manager/supervisor to ensure that their staff are appropriately informed and comply with this policy.
- 2.3 This policy applies to all employees who travel or incur out-of-pocket expenses while performing their regular job duties.
- 2.4 Violations of this policy may result in disciplinary action.

## 3. References

- 3.1 This policy operates in conjunction with all appropriate federal, provincial and municipal legislation, regulations, directives, standards and board policies, including:
  - Broader Public Sector Expenses Directive, Management Board of Cabinet, April 2011
  - Broader Public Sector Procurement Directive, Management Board of Cabinet, April 2011

- Broader Public Sector Perquisites Directive, Management Board of Cabinet, August 2011
- [Policy 302 Purchasing](#) and the [Purchasing Handbook](#)
- [Policy 316 Records and Information Management](#) and the [Records Management Manual](#)
- [Policy 418 Employee Ethics](#)
- [Policy 706 Corporate Credit Card](#) and the [Corporate Credit Card Handbook](#)
- [Policy 708 Allowable Expenditures](#)
- [Reimbursement of Expenses Handbook](#)