



**TRAVEL, MEALS AND  
HOSPITALITY EXPENDITURES**

**Effective Date:** January 2015

**Revisions:**

**Reviewed:**

**1. Preamble**

1.1 The policy that follows outlines the role and responsibilities of KidsAbility School Authority staff, administrative personnel and trustees, when travel, meals, hospitality expenditures or other out-of-pocket expenses made by an employee are to be paid or reimbursed.

**2. Travel, Meals and Hospitality Expenditures**

2.1 It is the policy of the Board to pay or reimburse employees for out-of-pocket expenses incurred while on board business as outlined in the KidsAbility School Authority's procedures for travel, meals and hospitality expenditures.

2.2 The Board will reimburse employees for travel, meals, accommodation expenses, other business expenses and hospitality expenditures incurred in carrying out their responsibilities while representing the interest of students, the community or the Board.

2.3 All expenses to be reimbursed must be reasonable and relevant to the business activity of the Board. The expenditures must be reasonable and transparent, with appropriate accountability and relate to the goals and objectives of the board's strategic plan.

2.4 For an expense to be paid or reimbursed it must have the appropriate authorizations and approvals as set out in the KidsAbility School Authority's procedures for travel, meals and hospitality expenditures.

2.5 The Board assumes no obligation to reimburse expenses that do not comply with this policy.

2.6 It is the policy of KidsAbility School Authority to include the total amount reimbursed to trustees in a public report published annually.