

## **PUBLIC DISCLOSURE OF TRAVEL AND EXPENSES**

### **Background**

The Board of Trustees will publicly disclose the expenses reimbursed to Trustees and senior administrators 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); and
- Working sessions (applies when only people who work for the Board are involved).

### **Procedures**

1. The provisions of this Policy apply specifically to individual trustees, Secretary-Treasurer, and Division Superintendency.
2. The provisions of this Policy, with the exception of the public disclosure provisions, shall also be applicable to all employees of the Division. 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 (FOIP) Act.
3. Food and non-alcoholic beverages provided during a meeting held to facilitate Division business in a boardroom or in a conference room at the worksite does not require disclosure.
4. 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.

5. Expense claims shall include, at a minimum:
  - 5.1 Name of the individual who incurred the expense or the individual to whom the expense is attributable;
  - 5.2 Date of transaction(s);
  - 5.3 Transaction amount(s);
  - 5.4 Expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality);
  - 5.5 Description and rationale.
6. Detailed receipts for travel, meals and incidentals (unless an allowance is being claimed) and other expenses must be included with the expense claim. The receipt should itemize the purchases made, including food and beverages consumed.
7. If a detailed receipt is not available, the claimant must provide a written statement, signed by the claimant and the approver of the claim, attesting to the following:
  - 7.1 The expense was incurred and related to Board business;
  - 7.2 The expense has not been claimed previously; and
  - 7.3 The circumstances as to why the receipt is missing.
8. Expenses shall be posted online on the Division website on a bi-monthly basis.
9. Information that would normally be withheld under the FOIP Act, such as personal information, shall be redacted from supporting documentation and will not be publicly disclosed.

Reference: FOIP Bulletin No. 19  
Government of Canada – Canada Revenue Allowance Rates  
Government of Alberta – Travel, Meal and Hospitality Expenses Policy

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