PROCEDURE

Title:	**EXPENSE REIMBURSEMENT - PARENT INVOLVEMENT FUNDS (SYSTEM & SCHOOL)**	Procedure No.: **2026A** Effective Date: **2008 December 16**
Department:	Organizational Support Services – Business Services	
Reference(s):	Allocation of Funding - Parent Involvement Funds Policy	

The intent of this procedure is to reimburse volunteers for preapproved legitimate expenses incurred while performing Board business in the course of carrying out their responsibilities, to support parent involvement.

The Board assumes no responsibility to reimburse expenses that are not in compliance with this procedure.

All expenses shall be preapproved and comply with all Ministry and Board Policies and Procedures.

The attached chart outlines the allowable expenses for which volunteers will be reimbursed for legitimate expenses incurred while carrying out Board business and the method to claim reimbursement.

The Expense Procedure ensures greater alignment with the standards expected in Ministries and agencies of the Government of Ontario, including the Broader Public Service (BPS) Expenses Directive.

This Procedure demonstrates Thames Valley District School Board's commitment to protecting the interests of taxpayers by ensuring accountability, transparency, fairness, and value for money with respect to volunteer related expenses.

All alternatives to travel or meal expenses should be considered before making Board travel arrangements to ensure that any costs savings can be realized, consistent with the BPS Expenses Directive.

Each month's expense claims must be submitted separately.

All monthly expense claims, with the exception of August, must be submitted within two months of when the expenses are incurred. Expenses incurred in August must be submitted within one month of being incurred. Expenses outside the submission time limit may not be reimbursed.

Administered By:	**Organizational Support Services - Business**
Amendment Date(s):	2018 Jan 15, 2017 Sept 26, 2014 Nov 11

Those individuals who are accountable for the review and approval of volunteer expense claims shall be held responsible to ensure the expenses are reasonable, are fully supported, and completely adhere to this Policy and Procedure.

As part of the monitoring activities, all expense claims are subject to further compliance verification, independent of the approver's review, by Business Services.

All expense claims require itemized receipts and other supporting documentation related to the specific items submitted. An itemized receipt is the copy of the receipt or invoice that a vendor issues to customers to outline the details of the purchase. In order for claims to be audited for compliance, the itemized receipt is required so the reviewer can see what was purchased and the individual purchase prices. A credit/debit card receipt is not acceptable. Personal expenses should be incurred on a separate receipt and shall not be included in any expense claim (e.g. hotel accommodation costs related to post-conference personal travel). If a separate receipt for personal expenses cannot be obtained, an itemized receipt detailing the personal versus corporate expenses must be obtained and submitted

On an annual basis, the Superintendent of Organizational Support Services – Business will review and/or update all applicable reimbursement amounts as they relate to this Procedure changes to the rate of reimbursement shall be submitted to the Board for approval. Any rate revisions will become effective on the first day of the new school calendar year (September 1st) unless otherwise directed through board motion. Refer to the most recent Organizational Support Services – Business Memorandum for current rates.

Questions concerning the appropriateness of an expenditure can be directed through the Chair of Thames Valley Parent Involvement Committee (TVPIC) to the Associate Director and Treasurer, Organizational Support Services.

All expenses shall be preapproved by the School Council and TVPIC as evidenced by a motion in their minutes. The expenses shall subsequently be approved by the school principal and the Superintendent of Student Achievement with the portfolio of TVPIC.

EXPENSE REIMBURSEMENT FOR THAMES VALLEY PARENT INVOLVEMENT COMMITTEE

This procedure applies to all volunteers of the **THAMES VALLEY DISTRICT SCHOOL BOARD.** It outlines the allowable expenses for which volunteers will be reimbursed related to Board business.

Events that may not be related to Board business include community fund raising functions, charity functions, social functions and political activities or events.

Travel arrangements should always be booked as early as possible (i.e. when it is known and approved) as fares usually become more expensive closer to travel dates. A comparison of costs and travel time for different options (i.e. flight, train, car) should be considered to ensure the most reasonable, economical option is selected.

EXPENSES	**PROCEDURE**
Out of Province Travel	• Out of province travel must be pre-approved by an Associate Director
Hotels	• Allowable expenses (supported by detailed original hotel invoice; credit card slip not acceptable) Accommodation Required telephone calls, faxes Parking Internet services Photocopy charges Gratuities for bell hops Hotel food service, subject to meal allowance provisions • Non-allowable expenses such as Movies In-room mini-bar, water, snacks Bar charges And any other charges

EXPENSES	PROCEDURE
Travel Costs – Train/Bus	• A claim supported by train or bus ticket receipt; credit card slip not acceptable • VIA 1 (Business Class) may be acceptable (e.g. the need to work with a team, allow the claimant to reduce accommodation or meal expenses) • If VIA 1 is claimed, the daily per meal maximum cannot be claimed for those meals included as part of the VIA 1 service
Travel Costs - Auto	• Volunteers will be reimbursed mileage costs for meetings, etc., when attending to TVPIC sanctioned activities • Refer to the annual Business Services Memorandum for applicable rates, which are benchmarked to the Canada Revenue Agency's rates • For those volunteers required to drive on TVPIC business, reimbursement for use of a rental car/taxi service in lieu of a personal vehicle will be approved by the chairperson provided the cost is less than the personal vehicle reimbursement cost or the need is on an emergency basis • The reimbursement for mileage should not exceed the travel costs of the lowest economy airfare and land transportation • The Board will not reimburse traffic, or parking violations or any other fines
Travel Costs – Airfare	• Airfare claims must be supported by trip itinerary and detailed airfare charges • Payment for economy air fare only • In cases where there are multiple stops and /or excessive layover times, the Board may decide to allow more direct routes at a higher cost • No purchase of travel gift certificates or pre-payments to travel agents • Credit card slips not acceptable

EXPENSES	PROCEDURE
Meals	• Reimbursement of actual meal expenses will be provided (with supporting original receipts) up to the daily per meal maximum (inclusive of tax and gratuity) • Meals which are already provided for (e.g. included in the cost of conference cost) are not eligible for reimbursement • Refer to the annual Organizational Support Services – Business Memorandum for daily meal maximum rates • If a group of individuals is eating a meal together, individual members of the group should either: • obtain an itemized separate receipt for the individual's meal; or • have one person pay the bill, submit an itemized receipt for the entire meal indicating the names of all person's attending and the reason for the meal
Ineligible Expenses	• Ineligible expenses include but are not limited to: – donations to community groups or charities; – donations to schools; – household expenses; – alcohol expenses; – expenses which are not consistent with the values of the Board shall be declined

EXPENSES	PROCEDURE
Working Meals	• From time to time, volunteers have working meals to conduct TVPIC business. Working meals will be reimbursed according to the meal maximum rates. An agenda for the meeting must be included with the request for reimbursement
Meals – Hospitality	• Hospitality is defined as the provision of food, beverage, accommodation, transportation, and other amenities which are provided to individuals who are not employees or Trustees of a school board (including all Broader Public Sector (BPS) employees and Ontario Public Service (OPS) employees) and non-parent representatives which are paid out of public funds • Qualifying expenses are those that facilitate Board business in a desirable manner and approval should be granted from the Thames Valley Parent Involvement Committee
Conferences	• Conference attendance must be pre-approved by the TVDSB budget owner who is paying the expenses • Conference registration expense must be supported by a detailed registration package • Non allowable expenses include sightseeing tours, golf tournaments, guest programs and any other social activities • Expense claims for conferences are subject to the terms outlined in this procedure and must be supported by original invoices and include a fully completed registration form that provides dates and details of any meals included
Taxis	• While traveling on approved TVPIC business, transportation between the volunteer's home or work place and the airport/train/bus station as well as the station and hotel or other location will be reimbursed • Original receipts required • Reasonable gratuities will be reimbursed
Parking	• Original receipts required
Foreign Exchange	• All eligible foreign exchange amounts will be reimbursed in Canadian funds at the current rate of exchange (up to the Canadian meal maximum limits)

EXPENSES	PROCEDURE
Recognition of Individuals for Preparation of Approved Presentations and Short-Term Projects	**Honorarium:** • Maximum amount: $25.00 (for short session presenter i.e. up to 1/4 day payable by gift or gift certificate)

REIMBURSEMENT PROCEDURES	
Preapproval	• All expenses shall be preapproved to ensure compliance with all Ministry and Board Policies and Procedures • All expenses shall be preapproved by the School Council and TVPIC as evidenced by a motion in their minutes
Reimbursement Forms	• Only original signed forms will be accepted - (no faxes, emails, or photocopies) • The form for all travel reimbursements - “Mileage and Expense Reimbursement” • The form for all other requests for reimbursement - “Request for Cheque”
Support for Reimbursement	• Subject to the terms of this procedure, claims for reimbursement must be fully supported by **original** paid invoices or itemized receipts • Photocopies or credit/debit card receipts are not acceptable
Submission of Expense Claim	• By signing the expense claim, a volunteer is acknowledging their compliance with this Policy and Procedure • Expense forms, along with all required supporting documentation, are to the appropriate approver for authorization

Authorization for Reimbursement	• Expense forms are to be signed by the individual claimant and submitted to the immediate system Thames Valley Parent Involvement Committee for review, approval and authorization as to the appropriateness of the expenditure • The School Council approves school expenditures • The Thames Valley Parent Involvement Committee approves the Executive expenditures • The expenses shall be approved by the school principal and the Superintendent of Student Achievement with the portfolio of TVPIC
Enforcement of Policy	• The approver is responsible in ensuring that all claims comply with the expense policy and procedure, do not include any personal expenses, are Board related and are appropriate • Organizational Support Services - Business Services will ensure compliance to the Policy and Procedure policy and will return non-conforming claims to the person authorizing the reimbursement for their follow-up
Overpayments	• In the event that an employee is reimbursed for an amount they are not entitled to, the employee shall reimburse the Board immediately.