

Kelsey School Division Box 4700 The Pas, MB R9A 1R4	Code: BID
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BOARD EXPENSES

A. ANNUAL INDEMNITIES

1. As provided by statute, a School Board may, by by-law, provide for the payment of an annual indemnity to the Chair, Vice-Chair and to each trustee, payable in such amount and at such times, and under such conditions as the School Board may determine. The indemnity paid reflects trustee responsibility to attend board and committee meetings.

As of July 1, 2016 each trustee will be paid \$7915.75 per annum, with an annual increase/decrease commencing July 1, of each year or upon completion of the prior year's negotiation, whichever comes first, equivalent to the percentage average increase/decrease of all staff, negotiated for each year thereafter. The Board may, by motion, cancel an increase/decrease for a defined period.

2. As of July 1, 2016 the Chair of the Board is to receive an additional indemnity of \$1,686.00 per annum and the Vice-Chair of the Board is to receive an additional indemnity of \$312.00 per annum, with an annual increase/decrease commencing July 1, of each year or upon completion of the prior year's negotiation, whichever comes first, equivalent to the percentage average increase/decrease of all staff, negotiated for each year thereafter.
3. The Income Tax Act deems the indemnity to be taxable income.

B. REIMBURSEMENT FOR EXPENSES

The School Board may reimburse its trustees, trustees-elect, or employees for expenses necessarily incurred while attending conventions or carrying out duties assigned or approved by the School Board. Such rates and conditions are as defined below:

The claim for reimbursement for expenses incurred while traveling on School Division business shall be submitted to the Secretary Treasurer within fifteen (15) days of completion of the trip or conference. The expense forms approved by the Board shall be used to claim all expenses.

When trustees and employees are traveling on business pertaining to the School Division or any conferences, other than Canadian School Board Association, the following expense guidelines shall apply.

1. **Meals**
 The maximum allowable meal allowance shall be up to \$50.00 per day without receipts. Individual meals may be claimed to maximums of \$10.00 (breakfast), \$15.00 (lunch), \$25.00 (dinner) without receipt.

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2. **Travel**

Travel expenses will be reimbursed to trustees as per the following, whichever may apply.

- a) The automobile kilometre rate shall be 45 cents per kilometre. Reimbursement for travel may be claimed by trustees, who live outside of the town of The Pas, to attend required Board and committee meetings. Should two or more persons choose to travel together, the kilometre rate shall be paid to the vehicle owner/driver only. The return kilometre rate for the following destinations shall be paid in accordance to the following scale:

Cranberry Portage	192 kms	Flin Flon	280 kms
Swan River	470 kms	Dauphin	800 kms
Thompson	800 kms	Saskatoon	996 kms
Brandon	1150 kms	Winnipeg	1284 kms

Any place not listed above shall be as per the most direct route.

- b) Actual airfare of a commercial aircraft on a regular scheduled flight. It is expected that trustees and employees should take advantage of seat sales or excursion rates if possible.

3. **Accommodation**

Trustees and employees are expected to utilize adequate accommodation while on School Division business, and shall obtain information on preferred hotel rates available. Private overnight accommodation with friends or relatives, in lieu of a hotel, shall be paid at a rate of \$50.00 per night.

4. **Registration Fee**

The registration fee as applicable will be paid.

5. **Taxi**

The actual amount expended, substantiated with receipts, shall be paid.

6. **Hospitality**

Hospitality involving the purchase of beverages prior, during or after a meal shall be considered as a personal expense to the trustee and employee.

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- 7. **Entertainment**
Expenses incurred for receptions, shows, performances, sports, night clubs, lounges, bars, or similar social or recreational activities, are considered to be entertainment and shall be considered as personal expense to the trustee and employee.

- 8. **Miscellaneous Expenses**
 - a) **Baggage**
Where a trustee or employee travelling by plane is required to take bulky items or additional baggage containing official documents, etc., any excess baggage charged, supported by receipts, may be claimed.

 - b) **Gratuities**
No gratuities may be claimed. Allowances are made for these in either individual meal allowance or as part of the claim for meals during travel.

 - c) **Laundry**
Laundry charges, supported by receipts, may only be claimed when the trustee or employee is required to be absent from home for a period in excess of five (5) consecutive days.

 - d) **Parking**
Short-term parking, where parking is not provided at the chosen commercial accommodation, may be claimed when supported with receipts.

- 9. **Per Diem Honourarium**
When a trustee has been requested / approved by the Board to travel on School Division business (other than normal professional development activities) and suffers a loss of pay, vacation time or employment, a per diem honourarium of \$120.00 per day, (\$60.00 per half day) may be claimed.