

TRUSTEE ENTERTAINMENT EXPENSES

1.1 Policy Statement

The Chair of the Board may incur expenses when entertaining trustees, senior representatives of the Department of Education, and other persons with whom the District conducts business, and will be reimbursed for entertainment expenses from the District budget allocation for Board Meeting Expense in accordance with the terms of this policy.

Trustees of the Board, other than the Chair, shall not incur entertainment expenses on behalf of the District.

1.2 Rationale

In order to provide a framework to govern entertainment expenditures, a policy is required. This policy is based on Government's policy for Ministerial expenses, and incorporates accepted recommendations from the Green Report.

1.3 Definitions

Entertainment is the provision of food, drink, and/or other necessary and appropriate forms of hospitality to persons with whom District business is being conducted.

1.4 Responsibilities

Chair of the Board

It is the responsibility of the Chair of the Board to:

- ensure entertainment expenses are in keeping with the mandate of the District;
- ensure that entertainment expenses to be incurred are in accordance with this policy;
- claim entertainment expenses pursuant to this policy;
- submit detailed original receipts indicating proof of payment for all entertainment expenses.
- ensure the purchase of alcoholic beverages is appropriate to the occasion, moderate and reasonable; and
- claim entertainment expenses within a reasonable time frame, but no later than three weeks following the date the expenditure was incurred.

Chair of Finance and Properties Committee

It is the responsibility of the Chair of the Finance and Properties Committee to:

- ensure all entertainment expenses reimbursed to the Chair are in accordance with this policy and the mandate of the District;
- refer, where required, requests for entertainment expenses to the Minister of Education through the office of the CEO;
- approve all appropriate entertainment expenses claimed by the Chair;
- advise the Chair when entertainment expenses claimed are not in accordance with this policy;
- submit a quarterly report of entertainment expenses to the Board of Trustees, through the Finance and Properties Committee. The report will reflect all entertainment expenses of the

Chair and will segregate amounts claimed for alcohol.

1.5 Entertainment Expenses

Entertainment expenses are applicable to the provision of food, drink, and/or other forms of hospitality to persons with whom District business is being conducted.

The purchase of alcoholic beverages is limited to circumstances where it is appropriate to the occasion, and must be moderate and reasonable.

Meal per diems must not be claimed where an entertainment expense is being claimed for that particular meal.

1.6 Entertainment Expense Limits

The Chair may claim for entertainment expenses, within or outside the province, up to \$300 daily (including taxes and gratuities) with the provision of detailed original receipts indicating proof of payment.

Claims for entertainment expenses in excess of the \$300 daily limit require the prior approval of the Minister of Education.

1.7 Submission of Entertainment Expenses

Entertainment expenses must be submitted on a separate claim form. Appropriate documentation must be attached. The claim must also indicate the nature of the entertainment (i.e., luncheon, dinner, etc.) and the number of persons involved, as well as their names, positions and organization they represent.

1.8 Individuals the Chair May Entertain

The Chair may incur Entertainment Expenses for entertaining any one or more of the following parties:

- Members of the Board of Trustees of the District;
- Minister of Education, Parliamentary Secretary to the Minister of Education, Deputy Minister or Assistant Deputy Minister of the Department of Education; and
- Other parties with whom the District conducts business and the Chair and CEO/Director consider appropriate.

In the above cases, the Director of Education and / or an Assistant Director of Education, may be included in the entertainment expense.

1.9 Documentation Required

Detailed original receipts indicating proof of payment must be provided for all entertainment expenses.

Authority: Eastern School Board
Legal Reference:
Cross Reference: The Schools Act, 1997

Date Approved by the Board: February 4, 2009
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