

BOARD OF EDUCATION

SCHOOL DISTRICT NO. 35 (LANGLEY)

POLICY MANUAL

Policy No. 1401

SUBJECT: TRUSTEE EXPENSES

Date
Revised 02 10 22 19 04 30

Trustees are encouraged to participate in conferences, conventions, workshops and seminars relating to leadership, education and schooling.

Accordingly, Trustees attending conferences, conventions, workshops and seminars shall have all related expenses paid by the School District consistent with budgeted amounts, required approvals and the Board's Policy No. 2306 – Travel Expenses – Trustees and Excluded Staff.

Trustee expenses shall be reimbursed for claims covering:

- a. Mileage allowance when on School Board business travelling outside the School District.
- b. Sundry legitimate expenses (meals, accommodation, long distance telephone calls, travel, etc.). Daycare and employment coverage are not reimbursable.

Trustees will request approval of the Board Chair and Vice Chair prior to making any expenditure. Receipts for purchases made on a District credit card are to be submitted monthly. The Board Chair and Vice Chair will review all expenditures made by Trustees at agenda setting.

For purposes of this policy the following guidelines are provided:

- a. Individual Trustee professional development budgets will be established through the budget process.
- b. Publications and other materials related to a Trustee's duties may be charged to individual Trustee accounts to a maximum amount as established during the annual budget process. Items purchased such as books, videos, etc., shall remain the property of the School District.
- c. All expenditures in excess of the established individual professional development budget or approved limits must be pre-approved by the Board.
- d. Trustees shall report out on conferences attended at the first public meeting following the conference attended.