



Procedure Section: Business and Administrative Matters

600

Procedure Name: Travel, Meeting, and Hospitality Expenses

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PROCEDURE

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Respectfully submitted by:
Senior Administration Team



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Intended Purpose:

This Procedure is made pursuant to the Keewatin-Patricia District School Board's (KPDSB) Travel, Meeting, and Hospitality Expenses Policy. This Procedure provides direction to school administrators and management staff responsible for meeting expenses.

This procedure applies to meetings involving staff only. It does not apply to hosting meetings with families, guardians, and community partners.

1. General Classifications of Meeting Expenses:

- a) Professional development
- b) Staff/leadership meetings
- c) Parent/Guardian-Teacher interviews outside the school day
- d) KPDSB sponsored group events

2. Examples of Acceptable Meeting Expenses:

- a) The geography of KPDSB means that some staff must travel earlier to their destination. In such cases, the appropriate Superintendent may approve breakfast expenses if the distance between the staff member's residence and the place where the meeting is held (one way) is more than two hundred (200) kilometres with meetings that start at 9:00 AM or earlier.
- b) Lunch or snacks (not both) can be provided for full day KPDSB approved events. Supervisor pre-approval is required for these types of events, which include group meetings for the purposes of professional development, workshops, staff training, conferences, and school/community events.
- c) Professional learning sessions where staff utilize their lunch period, as approved by the Principal or Manager/Supervisor.
- d) Dinner for events ending three (3) hours after the normal end of the business day.

e) Meals for staff during Parent/Guardian-Teacher interviews outside the school day.

3. Examples of Unacceptable Meeting Expenses:

- a) Meals, snacks, and refreshments for staff meetings, school visits, departmental meetings, and school-level leadership meetings cannot be provided.
- b) Breakfast cannot be offered for any KPDSB sponsored events, unless pre-approved by the appropriate Superintendent.
- c) Lunch will not be provided for meetings that span the lunch period unless it is an all-day event. Examples of meetings that would not qualify for expenses would include school team meetings, department meetings, leadership team meetings, area leader meetings, and event planning meetings.

4. The examples provided are not comprehensive lists. If there is uncertainty as to whether a particular meeting expense is acceptable, the Principal or Manager/Supervisor should consult their respective Superintendent for direction.

5. Individuals charged with the responsibility to plan and organize a KPDSB approved event are required to follow the maximum individual rates for meals (including gratuities and gross taxes) as follows:

- a) Snack: Maximum amount \$ 5.00
- b) Lunch: Maximum amount \$25.00
- c) Dinner: Maximum amount \$50.00

6. For tragic or traumatic events in schools, food and beverages may be provided for staff with the approval of the Director of Education or Designate.