
HORIZON SCHOOL DIVISION**Policy Code:**

BHD

Policy Title:

Board Member Compensation and Expenses

POLICY HANDBOOK**Cross Reference:**

BD

Legal Reference:*Education Act 85(3), 140***Adoption Date:**

Nov. 24/94;

Amendment or Re-

Jan. 19/99; Oct. 24/01;

affirmation Date:June 18/13

POLICY

THE BOARD OF TRUSTEES OF HORIZON SCHOOL DIVISION SHALL PROVIDE ALLOWANCES AND PAYMENTS TO TRUSTEES TO COMPENSATE THEM FOR THEIR SERVICES AND TO REIMBURSE THEM FOR EXPENSES INCURRED WHILE ON OFFICIAL BOARD BUSINESS.

REGULATIONS

1. An annual trustee allowance, established by the Board at the annual organizational meeting, shall be paid to each Board member for accepting and managing the responsibilities inherent in being a trustee. The following are examples of these responsibilities:
 - 1.1. Regular Board Meetings
 - 1.2. Meetings with parents, and/or administration
 - 1.3. Awards Presentations
 - 1.4. Graduations
 - 1.5. Division social functions
 - 1.6. School Councils
 - 1.7. All committee meetings
 - 1.8. All other meeting functions inherent in being a Trustee
2. Mileage
 - 2.1. Trustees may submit a Trustee Payment Claim or a Trustee Professional Development Claim for mileage to attend professional development, attend regular Board meetings, committee meetings (specified in Clause 1 above) and any meeting requiring the trustee's attendance. Mileage may be calculated from the trustee's residence and shall be paid at a rate determined by the Board
 - 2.2. If a private vehicle is chosen over available air service, claims shall be made at the rate of the kilometer charge or the actual cost of air fare whichever is cheaper.

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3. A trustee may claim a subsistence expense allowance with the following provisions:
 - 3.1. ACCOMMODATION: at the actual cost accompanied with a receipt. In lieu of accommodation expense, a per night allocation may be claimed without a supporting receipt at a rate determined by the Board.
 - 3.2. MEAL ALLOWANCES for out of Division business: breakfast may be claimed if an individual, by necessity, leaves home prior to 6:00 a.m.; and dinner may be claimed, if by necessity, arrives home after 7:00 p.m. An allowance for breakfast, lunch and dinner will be set at a rate determined by the Board.
 - 3.2.1. Where a function includes a banquet or other pre-determined meal, no claim is to be made.
 - 3.3. EXPENSE ADVANCE: may be authorized by the Treasurer to a maximum of \$1,000.00, exclusive of air fare.
4. Professional Development
 - 4.1. The School Board recognizes that attendance at educational conventions and seminars stimulates personal initiative and competence and provides a broadened perspective of educational procedures and matters.
 - 4.2. The School Board also recognizes that attendance at the A.S.B.A. Annual Conventions, Workshop, and Zone Meetings are important to fulfilling a trustee's role as an educational representative of the local electors.
 - 4.3. All Trustees are authorized to attend a maximum of 8 days per year for conventions, conferences, seminars and workshops.
 - 4.4. The attendance should have a direct relationship to the role of the trustee and their specific assignments.
 - 4.5. Expenses will be in accordance with the subsistence allowance and mileage.
5. Trustees are responsible for completion and submissions of the Claim forms.
 - 5.1. Claims should be submitted monthly.



**HORIZON SCHOOL DIVISION
 PROFESSIONAL DEVELOPMENT CLAIM
 FOR OUT-OF-DIVISION BUSINESS
 TRUSTEE/DIVISION OFFICE STAFF**

NAME _____ **CLAIM DATE** _____

FUNCTION _____

DATES COVERED BY CLAIM _____ **LOCATION** _____

EXPENSES:

Meals:

Breakfast _____ @ \$10.00 = _____
 Lunch _____ @ \$15.00 = _____
 Dinner _____ @ \$30.00 = _____
 (Regulations outlined in Policy BHD)

TOTAL MEALS \$ _____
 1-463-400-000-

HOTEL:

Receipt Total _____
 Deduct Personal Expenses _____
 (In lieu of accommodations, \$25.00/night
 may be claimed without a supporting
 receipt.)

HOTEL NET \$ _____
 1-463-400-000

IN LIEU EXPENSES \$ _____
 1-463-400-000

TRANSPORTATION:

Air Fare \$ _____
 Auto (from _____ to _____ = _____ km @ \$0.505/km

Total Mileage Expense \$ _____
 Taxi _____
 Parking _____
 Other _____

TOTAL TRANSPORTATION \$ _____
 1-463-400-000

TOTAL EXPENSE CLAIM \$ _____

For Office Use Only

Total Claim \$ _____
Deduct Advance \$ _____

Net Amount \$ _____

Comments and Explanation

I certify that the above statements are correct

Signature _____

