

Title: **TRUSTEES REIMBURSEMENT**

Adopted: June 2026

Reviewed:

Revised:

Related Documents: Procedure BF #1 – Expenditure Guidelines

PURPOSE

The purpose of this procedure is to provide trustees of the Bloorview School Authority with guidelines regarding reimbursement for expenses incurred on Authority business.

BACKGROUND

1. The Education Act further provides that boards may establish a policy to reimburse trustees for expenses incurred while carrying out their role.
2. Reimbursement criteria for trustee expenses are bound by the provincial regulations and guidelines set out by the Ministry of Education.
3. The Ministry's stated goal is to provide equitable, balanced, fair and reasonable practices in place for all trustees in the province.

DEFINITION

For the purposes of this procedure, a discretionary event or activity is defined as any event or activity for which a member's attendance or participation is not essential to a board's core business operations and for which attendance by a trustee is by choice. Examples of discretionary events would be symposia, conferences, conventions et.

PROCEDURES

4. Ministry regulations and guidelines do not permit the reimbursement or payment of trustee membership fees in professional or trustee associations.
5. Reimbursement of expenses is prohibited for discretionary events or activities including professional development, conferences, and conventions, as well as all associated registration, travel, lodging, meal and hospitality costs unless participation is deemed an operational necessity directly essential to the Authority's core business.
6. For activities or events for which participation is deemed to be a necessity directly essential to the Authority's core business, trustees are entitled to reimbursement for expenses related to travel, accommodation, meals, hospitality and other expenses as outlined in Expenditure Guidelines Procedure BF #1.