



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

of AeBoa65701160A957117.1

Policy Name: Expenses and Reimbursements for Employees
Section: Business and Administrative Services

3. DEFINITIONS

Established: January 24, 2023
Revised or
Reviewed:

Board
The corporate Board which maintains
Kawartha Pine Ridge District School Board; a reference to the
District School Board as a legal entity

1. POLICY STATEMENT

Kawartha Pine Ridge District School Board (KPR) is committed to the accountability and transparency of public funds.

KPR will reimburse employees for necessary, legitimate, and reasonable out-of-pocket expenses incurred in carrying out their responsibilities and duties of employment. The Board is accountable to the public for these expenditures in accordance with Board policies, procedures and the Broader Public Sector Accountability Act.

Broader Public Sector (BPS) Accountability Act
This Act establishes requirements for
business documents and procurement
transparency across the BPS.
Under the BPS Accountability Act
school boards, colleges, universities
Children's Aid Societies.

Employees of the Board
All KPR staff members and management personnel, including occasional, temporary and full-time staff.

4. APPLICATION

This policy applies to all employees of the Board.

5. RESPONSIBILITY

The Chairperson of the Board and the Superintendent of Business and Corporate Services have responsibility for this policy. The Director has the authority to implement this policy and administrative regulation.

6. POLICY

It is the policy of the Kawartha Pine Ridge District School board that employees will be reimbursed for necessary, legitimate, and reasonable out-of-pocket incurred in carrying out their responsibilities and duties of employment.

Administrative Regulation BA-4.10.1, Expenses and Reimbursements for Employees, provides direction on the approval requirements and reimbursement of expenditures by employees of the Kawartha Pine Ridge District School Board.

7. RELATED POLICIES, ADMINISTRATIVE REGULATIONS OR PROCEDURAL DOCUMENTS

Board Policies

[BA-5.1, Procurement Procedures](#)

Administrative Regulations:

[BA-4.10.1, Expenses and Reimbursements for Employees](#)

[BA-4.10.2, Hospitality/Honorariums/Employee Recognition/Meeting Costs](#)

[BA-5.1.1, Procurement Procedures](#)

8. REFERENCE DOCUMENTS

Legislation:

[Broader Public Sector Accountability Act](#)

[Education Act](#)