
HORIZON SCHOOL DIVISION**POLICY HANDBOOK**

Policy Code: BHD
Policy Title: Board Member Compensation and Expenses
Cross Reference: BD
Legal Reference: *Education Act 85(3)*
Adoption Date: Nov. 24/94;
Amendment or Re-affirmation Date: **September 26, 2022**

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. Board meetings
 - 1.2. Administrator meetings
 - 1.3. Awards presentations and ceremonies
 - 1.4. Graduation ceremonies
 - 1.5. Division social functions
 - 1.6. School council meetings
 - 1.7. Alberta School Board Association zone and provincial meetings
 - 1.8. Meetings with the Minister of Education, other politicians, and government staff
 - 1.9. 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

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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 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 Board also recognizes that attendance at the A.S.B.A. annual conventions, workshops, 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 and reimbursed upon approval by the Board Chair
 - 5.2. Board Chair claims should be submitted monthly and reimbursed upon approval by the Board Vice Chair.



**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 @ \$0.58/km

Total Mileage Expense \$ _____

Taxi _____

Parking _____

Other _____

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

Trustee Signature: _____

Signature of Board Chair (Vice Chair if expense claim is for Chair): _____

TOTAL EXPENSE CLAIM \$

For Office Use Only

Total Claim \$ _____

Deduct Advance \$ _____

Net Amount \$ _____

Comments and Explanation

