



ASD-W

Anglophone School District West

GOVERNANCE POLICIES

Policy Type	Governance Process
Policy Name	Travel Expenses
Policy Number	ASD-W-GP11
Effective Date: September 20, 2017	Revised: 20 February 2025

Policy:

Travel expenses will be paid for all activities directly associated with the District Education Council mandate as outlined in the Provincial Education Act and Regulations, and the District Education Council policies.

Guidelines:

Directly link the activity to the District Education Council mandate as per the Provincial Education Act and Regulations.

Purpose:

The purpose of this policy is to provide a common understanding of what is official business, the expectation around the type of activity, and the frequency of such travel claims.

As guidelines, not rules, there should be some flexibility and some ability to make decision on what is reasonable for good public relations and community engagement.

Criteria:

Considerations:

1. What is the purpose for attending the event? (see Appendix A)
2. Will your participation at the event result in it being placed on the agenda of the next District Education Council meeting or be discussed at a Council meeting?
3. Does the event relate to the goals, priorities and responsibilities of the District Education Council?
4. Will participation at the event enable better communication between the Council and the public?
5. All travel claims must be submitted electronically using the Fusion platform (see Fusion Instructions / Guide as Appendix B).

Appendix A: Events – See below

Appendix B: Fusion Instructions / Guide – follow this link: [Expense Submission](#) and choose “Submit an expense”

Monitoring:

<u>Method(s)</u>	<u>Frequency</u>	<u>Month</u>
• Council Self-evaluation	• 1 time per year	• December

Appendix A:

EVENTS:

- Are you representing the District Education Council (DEC) or the District at this event?
- Consider the difference between attending a Parent School Support Committee (PSSC) meeting and a holiday concert. Is the Councilor actively participating in the event or just attending?
- Consider the difference between giving a speech versus being an audience member?
- If you are there to act as a representative of the DEC, there should be some recognition of who you are, the role of the DEC, and some responsibility on behalf of the DEC.
- Is there a formal request for the DEC representation from a school Principal or PSSC Chairperson?
- When officially representing the DEC, there should be an official invitation by the organizing group and an expectation that a DEC representative would attend.
- If you were ill and unable to attend, would the requesting group wish to have another Councilor attend in your place to represent the Council? (i.e. graduations; PSSC meetings etc.)
- If the event could promote awareness of the District Education Council, is there an introduction, a photo opportunity or a chance to speak about or on behalf of the Council?