



# KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

## POLICY STATEMENT

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

**Policy Code:** BA-4.10

Established: January 24, 2023  
Revised or  
Reviewed:

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### 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.

### 2. OBJECTIVE

This policy establishes the parameters for reimbursement of eligible expenses incurred by employees as they carry out their work-related duties.

### 3. DEFINITIONS

#### Board

The corporate Board which maintains the daily operation of the system; Kawartha Pine Ridge District School Board; a reference specifically pertaining to Kawartha Pine Ridge District School Board as a legal entity; also referred to as KPR or KPRDSB.

#### Broader Public Sector (BPS) Accountability Act

This Act establishes requirements in the areas of compensation, expenses, perquisites, business documents and procurement, and is designed to improve accountability and transparency across the BPS.

Under the BPS Accountability Act, designated BPS organizations include hospitals, school boards, colleges, universities, Community Care Access Corporations, and 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](#)