

### SENIOR ADMINISTRATIVE EXPENSES

#### Background

The discharge of senior administrative positions often results in the senior administrator incurring financial expenses and considerable time demands beyond the usual job expectations.

Compensation for senior administration expenses will be established using the same guidelines as for Board Member compensation of expenses.

#### Procedures

1. Expense rates, which will be the same as for Trustees, will be established each year at the organizational meeting, but may be adjusted at other times by Board motion.
2. Senior administrators will be reimbursed at the rates established by the Board as follows:
  - 2.1 Actual expenses (by receipt) for lodging, parking, and Division telephone business, when required to stay overnight or a pre-determined flat rate which will not require receipt substantiation; and
  - 2.2 Approved rates for required meals during extended days; and
  - 2.3 Travel by car; or travel by economy air fare.
3. Compensation will be contingent upon the completion of the appropriate forms and claims.
4. When staff members travel on Division business they shall use a Division vehicle if it is reasonably available. If the vehicle is available but the staff member chooses to use their own vehicle then the mileage claim shall be at the same rate as trustees claim through Policy 7.
5. These same guidelines are to be used with other Division Office staff members when such expenses are approved by the Superintendent.

Reference: Section 60, 61, School Act