

TCDSB's OPERATIONAL EXPENSE PROCEDURES



The following rates are to be used in conjunction with Employee Expense Policy # F.M. 01 and Trustee Services and Expenditure Policy # T.17

Meal Rates in Canada

Meal	Maximum Amount *
Breakfast	\$10.00
Lunch	\$12.50
Dinner	\$22.50
After Hours Meal	\$19.50

*Taxes and Gratuities included; Receipts required

Mileage Rates (Not Covered by a Collective Agreement)

Total Kilometres Driven Per Year	Rate Per Kilometre
0 – 5,000 km	\$0.54
Over 5,000 km	\$0.48

1. Meal Rates for travel to the USA: <http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>
2. Meal Rates for International travel (outside Canada and continental USA): http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng

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TRUSTEE EXPENSE LIMITS

Expense Category	Policy Ref.	\$ Limit
Cellular telephone services or Blackberry	T.17 Reg.A.3(a)	Cellular - \$150 maximum per month Blackberry - \$215 per month
Long Distance Charges	T.17 Reg.A.3(b)	\$200 maximum per year
High Speed Internet, associated telephone lines, and related costs to get emails on iPad or tablets	T.17 Reg.A.3(c)	\$100 maximum per month
Support Services	T.17 Reg.B.5	\$4,020 maximum per annum
Professional Development	T.17 Reg.C.3	\$3,000 maximum per annum
Travel on Board Business	T.17 Reg.D.2	\$2,000 maximum per annum
Hospitality Expenses	T.17 Reg.E.1(a)	\$500 maximum per annum
Out-of-pocket expenses for the Chair	T.17 Reg.E.3	\$5,000 maximum per annum
Out-of-pocket expenses for the Vice-Chair	T.17 Reg.E.4	\$2,500 maximum per annum