



AP 204 – Trustee Professional Development

Purpose

An annual budget for trustee travel and related budgets will be established. Trustees are solely accountable to ensure that travel and related expenses are incurred and relate to appropriate Board business. All travel and related expenses paid to trustees shall be in accordance with *AP 213 – Expense Allowance*.

Procedure

Each year before June 30, the budget allocation for trustee travel and related expenses for the following fiscal year will be made available to each trustee.

On a quarterly basis, actual expenditures compared to budget will be provided to each trustee.

Aggregate total trustee travel and related expense budgets will be established during the school district's annual budget process.

The aggregate trustee travel budget will be allocated to general ledger accounts and individual trustees by the Chairperson in the following manner:

- A general Board travel and related expense budget will be established to cover the cost of trustees travelling on Board directed activities.
- Each trustee will be allocated a pro-rata portion of the non-general trustee travel and related expense account to cover trustee initiated travel.
- Each trustee will be asked to determine if they intend to spend any or all of their pro-rata budget allocation, any budget amounts identified as not being committed will be added to the general Board travel and related expense budget amounts.
- The final budget, as determined above, will be submitted to the Board for approval.
- All requests for travel must be approved by the Chairperson prior to travel.
- Any individual trustee budget surplus or deficit, approved in advance by the Chairperson, will be carried forward to the following budget year. All deficits are to be completely recovered from the following years budget.
- Trustees are to complete expense reports for all expenditures, all amounts claimed are to be in

AP 204 – Trustee Professional Development

accordance with *AP 213 – Expense Allowance*, these expense reports are to be reviewed and approved by the Chairperson and submitted to the Secretary-Treasurer for payment.

- Any expenses not supported by approved expense reports with supporting documentation will be deducted from trustee stipends.

Adopted: November 17, 1976

Amended: May 27, 1987; March 25, 1998