



## REPORT TO

## REGULAR BOARD

### EMPLOYEE EXPENSES POLICY F.M.01

*So the Lord gave Solomon wisdom, as he promised him. There was peace between Hiram and Solomon; and the two of them made a treaty. – 1 King 5:12*

Created, Draft	First Tabling	Review
November 30, 2021	December 7, 2021	<a href="#">Click here to enter a date.</a>

R. Putnam, Office of the CFO and Treasurer  
D. Bilenduke, Senior Coordinator, Finance  
A. Dippolito, Senior Coordinator, Payroll Services

### RECOMMENDATION REPORT

#### Vision:

*At Toronto Catholic we transform the world through witness, faith, innovation and action.*

#### Mission:

*The Toronto Catholic District School Board is an inclusive learning community uniting home, parish and school and rooted in the love of Christ.*

*We educate students to grow in grace and knowledge to lead lives of faith, hope and charity.*



Brendan Browne, PhD  
Director of Education

A. Della Mora  
Associate Director of Academic  
Affairs and  
Chief Operating Officer

D. Boyce  
Associate Director of  
Facilities, Business and  
Community Development

R. Putnam  
Chief Financial Officer and  
Treasurer

## **A. EXECUTIVE SUMMARY**

This report recommends updating the current policy on Employee Expenses F.M.01 to conform to current practices and policies.

*The cumulative staff time required to prepare this report was 8 hours*

## **B. PURPOSE**

1. This recommendation report is on the order paper of the Governance and Policy Committee as it recommends a policy revision.

## **C. BACKGROUND**

1. The policy was first approved in April 2011 and was updated on October 19, 2017.
2. Changes to this policy reflect current practice, use of the online expense submission system (Concur), and alignment with related policies.
3. The policy also provides direction on working from home.
4. The policy was reviewed at the December 7<sup>th</sup>, 2021 Governance and Policy Meeting.

## **D. EVIDENCE/RESEARCH/ANALYSIS**

1. This policy has been amended in consultation with staff from the Business Services and Legal Services departments.

## **E. METRICS AND ACCOUNTABILITY**

1. Recommendations in this report will be monitored by policy development staff.
2. Further reports will be brought to Board in accordance with the policy review schedule.

## **F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN**

The updated policy as approved will be posted on the TCDSB policy register.

## **G. COMMITTEE RECOMMENDATION**

The Governance and Policy Committee recommends that the revised Employee Expenses F.M.01 provided in Report Appendix A, and the accompanying Meal and Mileage Rates provided in Report Appendix B, be adopted.