

## 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***

<b>Meal</b>	<b>Maximum Amount *</b>
Breakfast	\$8.75
Lunch	\$11.25
Dinner	\$20.00
After Hours Meal	\$17.00

\*Taxes and Gratuities included; Receipts required

***Mileage Rates (Not Covered by a Collective Agreement)***

<b>Total Kilometres Driven Per Year</b>	<b>Rate Per Kilometre</b>
0 – 4,000 km	\$0.40
4,001 – 10,700 km	\$0.35
10,701 – 24,000 km	\$0.29
Over 24,000 km	\$0.24

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](http://www.njc-cnm.gc.ca/directive/app_d.php?lang=eng)

**APPENDIX C**

**TCDSB's OPERATIONAL EXPENSE PROCEDURES**

**TRUSTEE EXPENSE LIMITS**

<b>Expense Category</b>	<b>Policy Ref.</b>	<b>\$ Limit</b>
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	\$10,000 maximum per annum
Out-of-pocket expenses for the Vice-Chair	T.17 Reg.E.4	\$5,000 maximum per annum