

**Policy Statement:**

The Board will establish and approve guidelines for the collection and disclosure of information on expenses reimbursed to elected and Division officials.

**Rationale:**

The routine disclosure of expense reports:

- a. demonstrates a commitment to enhanced transparency and accountability in local government and to taxpayers;
- b. promotes integrity and confidence in local authorities;
- c. provides equal and timely access to expense information; and
- d. furthers the principles of the *Freedom of Information and Protection of Privacy Act* with respect to proactive release of information.

**Scope:**

Requirements to routinely disclose expense reports apply to the following individuals and those incurring expenses on these individuals' behalf:

- Elected officials (Trustees); and
- Senior Management including the Superintendent, Assistant Superintendents, and Secretary Treasurer.

**Definition:**

Expenses are defined as costs and allowances incurred by and paid directly to an individual in the course of Board and Division business and include:

- a. travel, including transportation, accommodation, meals and incidentals; and
- b. hospitality extended to external participants; and
- c. working sessions (expenses incurred in respect to Division employees and third parties attending meetings to facilitate Division business).

Please note, expenses disclosed do not include expenses incurred by one individual on behalf of another. Please contact the Regional Services Office if you have a particular request.

**Procedure:**

Expense reports will be posted quarterly on the Division website within sixty (60) calendar days from payment of the latest included expense claim. Trustees and employees shall review expense reports and receipts prior to submitting.

Expense reports must, at a minimum, include the following components:

- a. name and position of individual who incurred the expense;
- b. date of transaction(s);
- c. transaction amount(s);
- d. expense category (travel, including transportation, accommodation, meals and incidentals; and hospitality); and
- e. description of event(s).

Information that would normally be withheld under the *Freedom of Information and Protection of Privacy Act*, such as personal information, will be redacted from supporting documentation and will not be publicly disclosed.

Reporting will include expenses incurred starting on March 1, 2014.

**Reference:**

[Alberta Freedom of Information and Protection of Privacy Act](#)  
[Policy 7-10 Board Operations: Trustee Compensation, Memberships and Attendance at Conferences](#)  
[AP 30-08 Travel and Expense Reimbursement](#)