

Fort McMurray Catholic Schools Operating Policies and Procedures

OP 517 – Public Disclosure of Travel and Expenses

Policy

The purpose of this policy is to:

- a. improve accountability and transparency through routine disclosure of information on expenses reimbursed to elected and District officials;
- b. establish parameters for the proactive and routine disclosure of expense information; and
- c. enhance public confidence in the oversight of expenses incurred by elected and District's officials.

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.

Definition

Expenses are defined as costs and allowances incurred by an individual in the course of Board and District business and include:

- a. travel, including transportation, accommodation, meals and incidentals; and
- b. hospitality and working sessions.

Application and 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 of Schools, Deputy-Superintendent and Associate-Superintendents.

Procedure

Expense reports will be posted online no later than 60 days after the reimbursement or payment of the expense has been processed.

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);
- e. description and rationale; and
- f. supporting documentation (receipts).

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 September 1, 2012.

November 2012