

## SD42 PROCEDURE 2925.2

### TRUSTEE EXPENSES

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#### PURPOSE

To provide clear guidelines for trustee expenses in support of [Policy 2900 Trustee Professional Development and Attendance at Conferences](#) and [Policy 2925 Provision of Resources for Trustees](#), ensuring transparency, accountability, and effective use of public resources, including pre-approval requirements for individual trustee professional development expenses to support compliance, consistency, and transparency.

#### BACKGROUND

This procedure outlines the categories and conditions under which trustees may incur and be reimbursed for expenses related to professional development and operational support.

Expense limits outlined in this procedure are established by the Board through the annual operating budget.

#### BUDGET ALLOCATIONS AND ELIGIBLE EXPENSES

##### ***Board-Recommended Professional Development***

- Budget allocation per 4-year term that averages \$3,500 per trustee per year, for Board-recommended professional development.
- Eligible expenses include:
  - Registration fees
  - Facilitator fees and other direct costs, if applicable, for School District-sponsored or hosted learning events
  - Necessary travel expenses eligible under [Policy 4410 Travel Expenses](#)
- Applicable events include:
  - [BCSTA](#) conferences and branch meetings
  - [BCPSEA](#) and [CSBA](#) annual general meetings and specially called conferences
  - Training workshops
  - Other recommended professional development for all trustees, board chairs, and appointed trustee representatives, as provided for within Policy 2900.

##### ***Individual Trustee Professional Development***

- Annual budget allocation for each trustee of \$600 up to June 30, 2024, and \$800 thereafter for professional development expenses that support the work of individual trustees and are not covered by the Board-recommended allocation.
- Pre-Approval Requirement:
  - Trustees must obtain written pre-approval from the Secretary Treasurer for eligible individual trustee professional development expenses prior to incurring the expense.

- Eligible expenses include:
  - Fees and travel expenses under Policy 4410 for conferences and events
  - Memberships
  - Educational journals and publications
- Administration of Allocation:
  - Annual budget allocation to each trustee in the fiscal year in which the trustee term begins, and each of the three fiscal years thereafter.
  - Total allocation: \$2,800 per trustee for the 2022-2026 trustee term; \$3,200 per trustee for the 2026-2030 trustee term.
- Carry Forward Rules:
  - Budget from fiscal year 1 not used by end of year 3 will not carry forward to year 4.
  - Budget from fiscal year 2 not used by end of year 4 will not carry forward to year 5.
  - Unused budget at end of term does not carry forward for re-elected trustees.

### ***Other Expenses***

- Annual budget of \$720 per trustee, covering:
  - Internet service costs up to \$420 per year
  - Auto business insurance upgrade costs up to \$300 per year
- Trustees may also be reimbursed for other travel expenses provided for in Policy 4410 for travel outside of the school district.

### **EXPENSE REIMBURSEMENT**

Trustee reimbursement claims are submitted to the Executive Coordinator for processing.

Claims are reviewed and approved by the Secretary Treasurer in alignment with applicable policies and procedures.

In cases where the Secretary Treasurer has uncertainty regarding a trustee expense at either the pre-approval or reimbursement stage, or where a trustee disputes the Secretary Treasurer's determination, the matter will be referred to the Board Chairperson for determination. If the expense pertains to the Board Chairperson, the Vice-Chairperson will make the determination.

Payments are issued to trustees via electronic funds transfer.

### **FINANCIAL REPORTING**

The Secretary Treasurer will provide trustees with a quarterly financial report detailing trustee expenses subject to reporting under the [Financial Information Act](#). Reports will be issued within two months following each quarter and within three months following fiscal year end.

**UPDATED: March 5, 2026**