

DISTRICT PARENTS' ADVISORY COUNCIL (DPAC) EXPENDITURE GUIDELINES

Background

The District provides the District Parents' Advisory Council (DPAC) with annual funding for expenses related to DPAC meetings and conference expenses. Included in these expenditures are expenses directly related to attending Board standing or advisory committees, or other meetings sponsored by the District.

Procedures

1. Eligible Reimbursement

- 1.1. Eligible reimbursements will be provided only to a maximum amount established by the District. In order to be eligible for reimbursement, expenditures must comply with this Administrative Procedure.

1.1.1. Child Care

- 1.1.1.1. The District reimburses DPAC members for childcare expenses they incur while attending meetings on behalf of DPAC.
- 1.1.1.2. Receipted costs incurred for the elapsed time of the event, plus reasonable travel time to and from the event, will be paid.
- 1.1.1.3. Childcare expenses are reimbursed at a rate as follows, to a maximum of four hours per day:
 - 1.1.1.3.1 for all off-site childminding, and all childminders under 18 years, the current minimum wage;
 - 1.1.1.3.2 for on-site group childminding by adults over 18 years, 130 percent of the current minimum wage;
 - 1.1.1.3.3 for circumstances where there are children with special needs, a childminder with an Early Childcare Educator license, 160 percent of the current minimum wage. The ECE license number must be provided on the receipt.
- 1.1.1.4. Paid childminding cannot be claimed for individuals residing in the same household as the child.
- 1.1.1.5. In order to receive reimbursement for childcare expenses, DPAC parent volunteers must complete a District reimbursement form and have it reviewed by the DPAC Treasurer prior to forwarding it to the District Accounting Department for approval and processing.

1.1.2. Transportation

- 1.1.2.1. The District reimburses DPAC members for their use of public transit or personal vehicles for DPAC business purposes.
- 1.1.2.2. The use of public transit is reimbursed at the rate of amount expended or, if stored value or monthly passes are used, at the discounted rate of a single fare for each trip.
- 1.1.2.3. The use of personal vehicles is reimbursed on a per kilometer basis. The DPAC reimbursement rate is equivalent to the CRA Automobile Allowance rate as published and amended from time to time. DPAC members are responsible for maintaining sufficient insurance and third party liability coverage.
- 1.1.2.4. The Secretary-Treasurer will determine the mileage reimbursement rate effective January 1 and July 1 of each year, and the rate will be posted on the District web site.
- 1.1.2.5. In order to receive reimbursement for transportation, DPAC members must complete a District reimbursement form and have it reviewed by the DPAC Treasurer prior to forwarding it to the District Accounting Department for approval and processing.

1.1.3. Meals

- 1.1.3.1. The District will reimburse DPAC members for reasonable amounts incurred for meals when attending Board standing or advisory committee meetings, District-sponsored meetings, and other meetings as deemed required. Meals cannot be claimed if meals are provided at the meeting. Meal expense claims must be accompanied by receipts and cannot exceed the per diem rates as provided for in District procedures (for reference: \$10/\$15/\$25 for breakfast/lunch/dinner, or amounts as updated/amended in the current District procedures).
- 1.1.3.2. Expenditures that conflict with District procedures (for example, expenditure for alcohol) will not be reimbursed by the District.
- 1.1.3.3. In order to receive reimbursement for meals, DPAC parent volunteers must complete a District reimbursement form and have it reviewed by the DPAC Treasurer prior to forwarding it to the District Accounting Department for approval and processing.

2. Conferences and Professional Development

- 2.1. The nature of conference and professional development expenses must be directly linked to and in support of Parents' Advisory Councils and/or parents of the District.
- 2.2. All conference and professional development expenses must be approved in advance by the Secretary Treasurer or Superintendent. The District reserves the right to institute a cap on conference and professional development expenses, and may deny expenditures at its discretion.
- 2.3. The following expenses are reimbursed for approved conference attendance and professional development:
 - 2.3.1. Conference fees;

- 2.3.2. Course fees; and
 - 2.3.3. Travel expenses (including meals and accommodation).
 - 2.4. Travel expenses will be reimbursed in accordance with District procedures.
 - 2.5. DPAC members must provide receipts for all related expenses claimed.
 - 2.6. In order to receive reimbursement for conference and professional development expenses, DPAC parent volunteers must complete a District reimbursement form and attach evidence of District approval prior to forwarding it to the District Accounting Department for processing.
3. Administrative Services and Related Supplies and Services
- 3.1. All administrative contracts need to be filed with the District Accounting Department at the start of the contract.
4. Authority to Incur Costs / Time Limit to Submit Application
- 4.1. DPAC may not incur costs for which it claims reimbursement from District funds without the approval of a District employee with spending authority.
 - 4.2. DPAC does not have the authority to bind the District in contract.
 - 4.3. Application for reimbursement must be made in a timely manner, and no later than three months after the expenditure. Extensions to this timeframe may be made in the case of extenuating circumstances that prevent the DPAC volunteer or contractor from submitting their claim within the reimbursement timeframe.

Reference: Section 8, 8.4, 8.5, 22, 23, 65, 85 *School Act*

Adopted Date: Monday June 20, 2016

Revised: September 24, 2018; June 21, 2021