



<b>Policy Code – Version: F15 – V1</b>	
<b>Policy Name: Reimbursement for Expenditures Incurred on OSTA Business</b>	
<b>Approved</b> by motion of the Board on	19/12/2011
Modified by motion of the Board on	28/02/2022
<b>Cross Reference</b> F3 - OSTA Budget; F9 - Levels of Authorization Required for the Expenditure of Operating Funds Policy; Safe Driving Administration Policy	
<b>Related Forms</b> Appendix A – Per Diem Expenditure Guidelines OSTA Travel Expense Claim OSTA Mileage Expense Claim	

**Policy Statement**

1. The Board of Directors and staff shall be reimbursed for pre-approved expenditures incurred on Ottawa Student Transportation Authority business.
2. Consultants and other contractors are prohibited from claiming meal expenses in connection to OSTA business.
3. Neither the Ottawa Student Transportation Authority nor its member school boards shall assume any obligation to reimburse expenses that are not in compliance with this policy.

**Procedure**

1. Reimbursement for expenditures incurred on Ottawa Student Transportation Authority business is subject to the submission of a duly completed and appropriately documented "OSTA Travel Expense Claim" form or "OSTA Mileage Expense Claim Form", and to the requirements printed thereon.
2. Mileage: The Ottawa Student Transportation will reimburse the Board of Directors and staff for kilometers traveled on approved OSTA business, at a rate per kilometer set annually in January. The per kilometer rate will align with the Canada Revenue Agency (CRA) reasonable automobile allowance.

3. Conventions, workshops, seminars: Within the limits of the expenditure guidelines and amounts established annually by the Board of Directors, and subject to prior approval at the appropriate levels, the Board of Directors or staff will be reimbursed for expenditures incurred for registration fees, travel, accommodation, meals, and where applicable, incidental expenses, tolls, telephone calls, and gratuities.
4. The Board of Directors of the Ottawa Student Transportation Authority will review the "Expenditure Guidelines" annually.
5. The "Expenditure Guidelines" will form an Appendix to these administrative procedures.
6. Travel and mileage expense claims will be submitted within the fiscal year in which the expenses occur.
7. The General Manager/designate will make all budgetary provisions necessary for compliance with the above-stated policy.