



POLICY 8 PUBLIC DISCLOSURE OF TRAVEL AND EXPENSES

POLICY STATEMENT

The Board of Directors will provide public, timely, and detailed disclosure of the expenses reimbursed to directors and senior officials of STEM Innovation Academy Society.

The purpose of this policy is to:

- Improve accountability and transparency through routine disclosure of information on expenses reimbursed to directors and senior school officials.
- Establish parameters for the proactive and routine disclosure of expense information.
- Enhance public confidence in the oversight of expenses incurred by directors and senior school officials.

The routine disclosure of expense reports:

- Demonstrates a commitment to enhanced transparency and accountability in local government and to taxpayers.
- Promotes integrity and confidence in local authorities.
- Provides equal and timely access to expense information
- Furthers the principles of the Freedom of Information and Protection of Privacy Act with respect to proactive release of information.

DEFINITIONS

Expenses are defined as the following costs and allowances incurred by an individual, in the course of Board or school business, for which reimbursement has been provided by STEM Innovation Academy Society:

- Travel, including transportation, accommodation, meals and incidentals.
- Working sessions (i.e. food or beverage provided during a meeting held to facilitate school business).
- Hospitality (i.e. food or beverage served as a courtesy to guests of the school).

GUIDELINES

1. Application and Scope:
 - 1.1. Requirements to disclose expense reports apply to the following individuals and those incurring expenses on these individuals' behalf:
 - 1.1.1.1. Elected officials (i.e. Directors)
 - 1.1.1.2. Senior Management (i.e. Superintendent of Schools, Secretary Treasurer)
2. Expense Reporting Requirements:
 - 2.1. Expense reports shall be posted on the school website no later than sixty (60) days after the reimbursement or payment of the expense has been processed.
 - 2.2. Posted expense reports shall, at a minimum, include the following information:
 - 2.2.1.1. Name and position of individual who incurred the expense.
 - 2.2.1.2. Date of transaction.
 - 2.2.1.3. Amount of each expense.
 - 2.2.1.4. Expense category (i.e. travel, including transportation, accommodation, meals, and incidentals; working sessions; hospitality).
 - 2.2.1.5. Description and rationale for each expense.
 - 2.3. A detailed receipt for each reimbursable expense shall be provided by the claimant. If a detailed receipt is not available, the claimant must provide a written statement attesting to the following:
 - 2.3.1.1. The expense was incurred in the course of and is related to school usiness.
 - 2.3.1.2. The expense was not claimed previously.
 - 2.3.1.3. The circumstances as to why the receipt is missing.
 - 2.3.1.4. The attestation must be signed by the claimant and the approver of the claim.
 - 2.4. Detailed receipts will not be included with posted expense reports. However, upon request, individuals will be provided with opportunity to view receipts for which reimbursement has been provided.
 - 2.5. Expenses incurred by one individual on behalf of another must be attributed to the individual for whom the expenses were incurred.
 - 2.6. 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.

Approved: April 19, 2022