

Policy Number	Topic	Pages	Date of Approval (Revisions)
8.5	Reimbursement of Business Expenses (Travel and Other)	1 of 1	November 2012

Policy Statement

Southwestern Ontario Student Transportation Services (“STS”) will follow the policy regarding expense reimbursement of the school board providing banking services for the consortium (except where expressly modified as below) to ensure that related business expenses are conducted in an open and transparent manner. STS will have a service agreement in place with the school board providing banking services for the provision of these services.

Procedure

London District Catholic School Board’s policy “Reimbursement of Expenditures for Travel and Other Events” is available at www.ldcsb.on.ca.

For the purpose of interpretation and application of the approval framework, the following shall apply as substitute meaning to reflect the business operations of the consortium.

For expenses submitted by the General Manager or out of province travel, approval from:	<ul style="list-style-type: none"> • Chair of the Board of Directors; • Or • Superintendent of Business providing banking services
For expenses submitted by the other employees of STS, approval from:	<ul style="list-style-type: none"> • The employee’s immediate supervisor