



## **Revisions to Procedure PR582(a), Employee Expenditure Guidelines**

**To:** Governance and Policy Committee

**Date:** 12 February, 2020

**Report No.:** 02-20-3840

### **Strategic Directions**

- Transform Student Learning
- Provide Equity of Access to Learning Opportunities for All Students

### **Recommendation**

It is recommended that the revised Procedure PR582(a), Employee Expenditure Guidelines, renamed to the Employee Expense Procedure, as presented in this report, be received.

### **Context**

In an effort to clarify the existing protocols which outline employee expenditure processes, staff undertook a review of the Employee Expenditure Procedure (Appendix A and Appendix B). The Procedure is aligned with the Employee and Trustee Expenses Policy (P016).

The draft Procedure was presented to Executive Council members for their input on January 28, 2020, which is reflected in the revised Procedure. The revised Employee Expense Procedure is being provided to the Committee for information.

### **Action Plan and Associated Timeline**

The revised Employee Expense Procedure will be provided to the Board of Trustees on March 11, 2020 for information.

## **Resource Implications**

No additional resources will be required for implementation of the revised Employee Expense Procedure.

## **Communications Considerations**

The revised Employee Expense Procedure will be communicated through the System Leaders' Bulletin, TDSB Connects, and has been posted on the Board's internal and external website.

## **Board Policy and Procedure Reference(s)**

- Policies
- Employee and Trustee Expenses Policy (P016)

## **Appendices**

- Appendix A: Procedure PR582(a), Employee Expense – revised with track changes
- Appendix B: Procedure PR582(a), Employee Expense – revised clean version

## **From**

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