



CORPORATE POLICY

No.: CP-014

Date Approved:

Name: Publication of Expense Claims

Purpose:	To establish guidelines for publishing staff and director expense claims.
Authority:	Part 2 (Freedom of Information) of the <i>Freedom of Information and Protection of Privacy Act</i>
Scope:	This policy applies to all directors and staff of the Regional District.

Definitions: “director” **includes** an alternate director.

“expense claim” **means** a written request for reimbursement of expenses incurred in relation to the holding of office or employment with the Regional District whether submitted on the prescribed form or not.

“personal information” **means** information that would enable a third party to directly contact a person who has submitted an expense claim.

Policy: Expense claims submitted by staff or directors after December 31, 2016 shall be published regularly on the Regional District’s website once they have been reviewed and authorized for payment.

- General:**
- 1) Documents supporting an expense claim such as invoices, receipts and ticket stubs will not be included for purposes of publication but will remain available as routinely available records in accordance with the *Freedom of Information and Protection of Privacy Act*.
 - 2) Prior to the publication or release of records all personal information shall be redacted.
 - 3) Expense claims will remain on the Regional District website for at least one year following the cessation of employment or the holding of an office with the Regional District.

Review Date: