Toronto Foundation for Student Success

TFSS Expense Rules

Reimbursement of Expenses

The TFSS may pay all actual and reasonable business-related expenses properly incurred by employees in the course of normal duties.

Reimbursement of Travel Expenses

When an employee is required to travel using their own personal vehicle on TFSS business, the employee will be reimbursed on a kilometre basis.

The reimbursement amount per kilometre will be comparable to the rate established by the TDSB.

The employee shall prepare and submit monthly the Request for Automobile Mileage Reimbursement Form to their Department Manager or immediate Supervisor for approval.

At the discretion of the CEO staff members may receive a fixed travel/expense allowance.

Reimbursement of Other Expenses Procedures:

a. The CEO or an immediate Supervisor must approve non-routine expenses prior to the expense being incurred.

b. The employee shall prepare and submit the Expense Claim Form to their Department Manager or immediate Supervisor for approval.

c. The Expense Claim Form should be forwarded to the Accounts Payable Team for processing.

Eligible Perquisites – 2025–2026

During the period of April 1, 2025 to March 31, 2026, no eligible perquisites were approved or provided to any individuals in the organization, including appointees, board members or employees.