

Ministry of Education

Deputy Minister

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Sous-ministre

Édifice Mowat
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Memorandum To: Directors of Education

From: Deputy Minister
Bruce Rodrigues

Date: December 23, 2016

Subject: Broader Public Sector Business Documents Directive

I am writing to advise you that the government has revised the Broader Public Sector (BPS) Expenses Directive ('Directive'), issued under the *Broader Public Sector Accountability Act, 2010*. This Directive was revised to align with recent changes to the Ontario Public Service Travel, Meal and Hospitality Expenses Directive.

A copy of the revised Directive is attached. The updated Directive will be in effect on January 1, 2017 and will include the following changes:

- The requirement for original itemized receipts (Section 4.7) for meal claims has been removed.
- New language (Section 4.9) will allow BPS organizations to use a meal allowance reimbursement system. Organizations may continue to use a receipt-based reimbursement system, if so desired.
- The Appendix "Guidance for Developing Expense Rules" has been deleted. Guidance on how to develop and revise rules will now be available, as appropriate, in Frequently Asked Questions and other documents.

If you have questions about the Directive, please contact Cheri Hayward at Cheri.Hayward@ontario.ca

Sincerely,

A handwritten signature in black ink that reads "Bruce Rodrigues".

Bruce Rodrigues
Deputy Minister