



Policy n° 1999-FR-01:	Expense Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board
-----------------------	--

Approved:	Resolution n°	990922-FR-0028
Revised:	Resolution n°	051123-FR-0058 CC-140625-FR-0135 CC-220525-FR-0113
Origin:	Secretary General	CC-110427-FR-0077 CC-150422-CA-0160

NOTE: The masculine gender, when used in this document, refers to both women and men. No discrimination is intended.

1.0 PURPOSE

- 1.1 To administer in all fairness and equity and in a fiscally responsible manner the public funds at the disposal of the school board.
- 1.2 To define the framework for the reimbursement of travel expenses and other related expenses incurred by the members of the Council of Commissioners and the employees of the Sir Wilfrid Laurier School Board during the course of their functions.

2.0 PRINCIPLES

- 2.1 The Sir Wilfrid Laurier School Board acknowledges that any person expected to travel during the course of his functions may be reimbursed for expenses actually incurred for that purpose, up to a reasonable maximum amount set by the Council of Commissioners.
- 2.2 The expenses eligible for reimbursement are those incurred by an individual in the course of his functions at the school board,
- 2.3 Expenses incurred in the course of personal or union activities, or related to activities connected with a professional association, will not be reimbursed.
- 2.4 Travel expenses incurred by unionized employees are reimbursed in accordance with the provisions of their collective agreements.

3.0 AUTHORIZATION

All expenses related to the presence of an employee or a commissioner attending an activity related to the execution of their duties have to be authorized by the immediate superior* i.e.:

- By the Chairman and the Director of Financial Resources for the Director General;
- By the Director General for the Assistant Director General, department directors, center directors and school principals;

- By school principals or center directors for the employees of their respective schools or centers;
- By the department directors for the employees of their respective departments;
- By the Chairman and the Director General for commissioners.

*The immediate superior relates only to the employees of Sir Wilfrid Laurier School Board

4.0 GENERAL RULES

- 4.1 The school board will reimburse travel, meals and accommodation, and other expenses incurred by the persons covered by this policy.
- 4.2 Reimbursement is made from the “Expenses claim” form that must be completed by commissioners and employees. All original receipts and bills submitted for reimbursement must be attached as proof of expense and clearly identify the expense. (A credit or debit card receipt is not considered a detailed description.) The form is available on the corporate website, in the Financial Resources section, and must be completed electronically.
- 4.3 All claims must be signed by the commissioner or the employee concerned.
- 4.4 In all circumstances, commissioners and employees must strive to travel as economically as possible and avoid any expenses not essential to the proper exercise of their functions.
- 4.5 Commissioners and employees are required to prioritize carpooling and other alternative means of transportation such as car rentals and public transportation as a cost saving measure where practical.
- 4.6 Employees are required to use a hybrid/electric vehicle when available and, if possible make the necessary adjustment to their schedule to use one. (see annex 3)
- 4.7 A travel expense advance may be granted when a commissioner or an employee must travel out of town. The advance requested must not exceed 75% of the estimated cost of the trip.

Advance requests, duly authorized, must be submitted to the Financial Resources Department at least one week before the date of departure. However, such advance should not be considered as an expense account. The commissioner or the employee must fill out a Expense Claim Form immediately upon his return and subtract the amount of the advance received. This should be accompanied by a cheque if the advance exceeds expenses incurred.

- 4.8 All claims are verified and approved by the immediate superior, and forwarded to the Financial Resources Department not later than three (3) months after the expense has been incurred. All expenses should be submitted in the proper fiscal year which ends June 30th.

5.0 TYPE OF EXPENSES ELIGIBLE FOR REIMBURSEMENT

5.1 TRAVEL:

- 5.1.1 Rate reimbursed per kilometre for the use of a personal vehicle as shown in Annexe I. There is a rate for the first 5,000 kilometres and a different rate for each additional kilometre.
- 5.1.2 Expenses actually incurred for the use of a taxi or other transportation. In the case of the use of an aircraft, only the economy class fare is eligible.

5.1.3 Employees travelling 1,000 kilometers or more (return trip) are expected to rent a car at the best rate available.

Employees who rather use their personal vehicle than rent a car are entitled to compensation in the amount of \$0.145 per kilometer travelled.

5.1.4 For travel between schools, centers and the board office, the kilometre chart of distances as established by the Transportation Department will apply. (Annex 2)

5.1.5 For all other travel, the distances recognized are those actually travelled, based on the lesser of:

- the distance between the destination and the regular work place, or
- the distance between the destination and the residence of the commissioner or the employee.

The tool to be used is Google Maps. Please attach a copy of the Google Maps reading of the kilometers claimed. The shortest route will be the one reimbursed.

5.1.6 For in-school professionals providing direct services to students and travelling to more than one school in a week on a regular basis, the distances recognized are those actually travelled based on the lesser of:

- the distance between the school board and the assigned place of work, OR
- the distance between the residence of the employee and the assigned place of work; and that
- the calculation of the amount to be reimbursed is based on the excess of 50km from the school board to the assigned place of work, or the excess of 50km from the residence to the assigned place of work.

5.1.7 In the case where an employee is required to work outside his regular working hours, or in exceptional circumstances, the employee may claim either the kilometres between residence and work or meals.

5.1.8 An amount, as found in Annex 1, per day, round trip will be granted for trips of up to six (6) kilometres.

5.1.9 Parking meters and public transportation expenses will be reimbursed without a receipt.

5.2 MEALS

5.2.1 The school board will reimburse the meals for an authorized trip outside the school board territory or within the school board territory but outside the normal course of the employee's functions.

5.2.2 The school board territory includes Laval, Laurentides and Lanaudière.

5.2.3 When the meal is included in the cost of a conference or a training session, no reimbursement as a per diem will be granted.

5.2.4 Meal allocation (see Annex 1).

A maximum amount per day will be paid for meals taken during an external assignment which requires an overnight stay (upon presentation of supporting documents).

5.3 REPRESENTATION EXPENSES:

The following persons or their delegates may, in the course of their functions, have to incur reasonable expenses such as travel, accommodation and meals to establish relations that could be beneficial to the school board: The Chairman, the Director General, and the Assistant Director General.

5.3.1 The reimbursement of alcoholic beverages with meals, for purposes of representation and school board functions and events, will be closely monitored and a justification may be required by the immediate supervisor. Everyone to whom this policy applies is expected to exercise prudence.

5.3.2 The name of the persons invited for a meal and the purpose of the meeting must be indicated on the bill.

5.3.3 The per diem amount is applicable on representation expenses.

5.4 ACCOMMODATION:

5.4.1 Accommodation expenses must be reasonable and represent costs actually incurred.

5.4.2 The actual expenses incurred in a commercial establishment for activities conducted outside an 80 km radius of the residence of the commissioner or the employee, or the cost of a room when it is deemed necessary to conduct an activity within the course of his functions for more than two days.

5.4.3 For a one day meeting in Québec City, Montréal or in the Estrie region no extra night for the evening prior to the meeting will be allowed without a written permission. This also applies for distances less than 200 km.

5.4.4 The commissioner or the employee must attempt to obtain the best rate available.

5.4.5 A per diem allocation, as found in Annex 1, without supporting documents, will be paid when a commissioner or an employee chooses to stay with a friend or relative instead of renting a room.

5.5 OTHER:

Other related expenses, such as:

- School board business related long-distance calls;
- Tips – other than meals (as found in Annex 1 per day);
- Parking and toll fees (including parking meters);
- Purchasing of alcohol for the purposes of Self-financed activity (fundraising, gala...)

6.0 TYPE OF EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

- Expenses for travel between the place of residence and the working place;
- Fines for offences against the Highway Code or parking infractions;
- Personal expenses such as mini-bar and other services;
- Towing charges;
- Insurance deductible;
- Theft;
- Expenses incurred by the spouse;
- Road hazards;
- Alcoholic beverages NOTE: Any purchase of alcohol is at the employee's own expenses and should not appear on the meal or hotel bill. If the meal or hotel bill shows the purchase of alcohol and this expense has not been removed, the expense claim will be returned to the employee for re-calculation prior to reimbursement;
- Mileage from a meeting place and or hotel to a restaurant;
- Alcohol for social activities under schools budget (ex.: back to school, Christmas party, Gifts...).

7.0 DEROGATION CLAUSE

In certain exceptional circumstances, exceedances and the additional costs upon presentation of supporting documents may be authorized by the superior immediate. In this case, the superior immediate have the responsibility to initialise the form to each expenditure covered by the overtake.

8.0 REVISION

The rates in Annexe 1 are subject to an annual review. They can also be modified during the year if circumstances warrant.

9.0 EFFECTIVE DATE:

This policy shall be applicable effective 2015-04-22.

ANNEX I

MEALS		
Meals*:	Breakfast	\$15.00
	Lunch	\$20.00
	Supper	\$33.00
Maximum	Per day (per diem)	\$68.00

* Includes taxes and gratuities

TRAVEL		
Kilometers:		
	• For the First 5,000 km	\$0.55/km
	• Each additional km	\$0.52/km
	• Carpooling	\$0.65/km
	Up to 6 km	\$3.00 per day, round trip

ACCOMODATION	
Stay with a friend or relative:	\$25.00 per day
Tips without receipt:	\$5.00 per day

For the complete list of hotels with preferential rates: www.aprovisionnement-quebec.gouv.qc.ca/acheteur/produitset services/transport et hébergement/répertoire des tarifs préférentiels hôteliers par ville.

ANNEX 2

SIR WILFRID LAURIER SCHOOL BOARD KILOMETRE CHART

Revised 2014-09-24 Google 2014 schools	with Laval JES	Arundel	Arundel Science	CDC Laurier - Lachute	CDC Laurier - Vimont	CDC Laurier - Pont-Viau	CDC St-Eustache	CrestView	Curriculum Center	Franklin Hill	Genesis	Grenville	Hillcrest	John F. Kennedy	Joliette Elementary	Joliette HS	Jules Verne	Lake of Two Mountains	Laurentia	Laurentian	Laurentian Regional HS	Laurier Senior HS	Laval Jr HS	Laval Liberty HS	McCaig	Morin Heights	Mother Teresa HS	Mountainview	Mountainview HS - Prévost	Our Lady of Peace	Phoenix	Pierre Elliott Trudeau	Pinewood (Campus A & B)	Rawdon	Rosemere HS	Souvenir	Ste-Adele	Ste-Agathe	St-Jude	St-Paul/St-Ernest	St-Vincent - Campus St-Jacques	St-Vincent - Campus Concorde	SWLSB Administration	Terry Fox	Twin Oaks
Arundel	0	4	58	98	103	99	102	91	126	105	58	103	99	120	120	104	98	72	59	61	98	96	98	91	36	96	98	50	93	102	76	105	96	91	101	48	49	97	105	108	105	91	100	93	
Arundel Science	4	0	62	102	107	102	106	95	130	109	62	107	103	133	124	108	102	76	63	64	102	100	102	95	40	100	102	54	97	106	80	109	100	95	105	52	45	101	109	112	109	95	104	97	
CDC Laurier - Lachute	58	62	0	62	68	42	68	56	93	70	25	70	64	94	94	71	52	37	0	3	64	62	64	56	40	62	52	47	58	70	43	72	88	56	67	60	81	55	70	73	70	56	64	58	
CDC Laurier - Vimont	98	102	62	0	7	26	17	15	45	8	89	18	10	72	73	8	27	38	65	62	10	8	10	15	68	8	27	53	11	8	22	25	73	15	17	67	86	30	8	11	8	12	3	11	
CDC Laurier - Pont-Viau	103	107	68	7	0	30	9	19	40	3	93	10	7	74	90	2	28	44	71	68	7	7	19	72	7	28	57	15	3	29	25	92	19	9	71	90	31	4	7	4	19	11	15		
CDC St-Eustache	99	102	42	26	30	0	20	19	55	31	66	19	19	88	84	30	3	38	42	45	19	18	19	20	64	18	3	50	14	29	25	34	77	20	19	63	83	5	31	34	31	20	25	13	
CrestView	102	106	68	17	9	20	0	22	51	12	93	2	3	81	89	13	24	44	71	68	4	6	4	22	72	6	24	57	9	12	32	39	85	22	1	71	90	26	12	15	12	22	18	9	
Curriculum Center	91	95	56	12	19	19	22	0	39	15	81	23	20	72	69	16	20	32	59	56	20	18	20	0	60	18	20	45	17	21	15	19	67	0	20	59	78	22	15	18	15	0	11	17	
Franklin Hill	126	130	93	45	40	55	51	39	0	39	118	51	44	37	36	39	56	69	96	93	43	42	43	39	96	42	56	83	50	38	50	22	66	39	51	95	114	57	39	42	38	39	42	50	
Genesis	105	109	70	8	3	31	12	15	39	0	95	13	9	72	74	2	32	45	73	70	8	9	8	15	64	9	32	59	19	2	30	21	72	15	12	72	90	35	2	5	1	15	10	19	
Grenville	58	62	25	89	93	66	93	81	118	95	0	95	89	119	119	96	85	60	27	24	89	87	89	81	64	87	85	71	83	95	63	97	113	81	92	85	106	91	95	98	95	81	91	83	
Hillcrest	103	107	70	18	10	19	2	23	51	13	95	0	4	85	87	14	23	46	73	70	5	7	5	23	74	7	23	59	9	13	32	38	83	23	2	73	92	26	13	16	13	23	20	74	
John F. Kennedy	99	103	64	10	7	19	3	20	44	9	89	4	0	78	86	10	24	40	67	64	1	2	1	20	68	2	24	53	10	9	26	36	83	20	3	67	86	27	9	12	9	20	12	10	
Joliette Elementary	120	133	94	72	74	88	81	72	37	72	119	85	78	0	5	73	88	64	94	99	78	76	78	72	86	76	88	72	83	71	68	57	27	72	83	74	95	87	72	67	73	72	74	83	
Joliette HS	120	124	94	73	90	84	89	69	36	74	119	87	86	5	0	75	85	70	97	94	85	83	85	69	98	83	83	81	80	74	65	50	30	69	90	97	116	87	74	77	73	69	70	80	
Jules Verne	104	108	71	8	2	30	13	16	39	2	96	14	10	73	75	0	33	46	74	71	7	9	7	16	65	9	33	59	19	1	29	24	71	16	12	73	92	36	2	6	2	16	10	19	
Lake of Two Mountains	98	102	52	27	28	3	24	20	56	32	85	23	24	88	85	33	0	39	52	49	24	24	24	20	67	24	0	52	15	32	25	35	81	20	20	66	85	3	32	35	32	20	29	15	
Laurentia	72	76	37	38	44	38	44	32	69	45	60	46	40	64	70	46	39	0	35	38	40	38	40	32	32	38	39	13	34	45	14	48	64	32	44	26	47	42	45	48	45	32	40	34	
Laurentian	59	63	0	65	71	42	71	59	96	73	27	73	67	94	97	74	52	35	0	3	67	65	67	59	39	65	52	48	61	73	46	75	91	59	70	59	78	58	73	76	73	59	67	61	
Laurentian Regional HS	61	64	3	62	68	45	68	56	93	70	24	70	64	99	94	71	49	38	3	0	64	62	64	56	42	62	49	51	58	70	43	72	88	56	67	62	81	55	70	73	70	56	64	58	
Laurier Senior HS	98	102	64	10	7	19	4	20	43	8	89	5	1	78	85	7	24	40	67	64	0	1	0	20	68	1	24	53	12	7	26	36	81	20	3	67	86	27	8	11	8	20	12	12	
Laval Jr HS	96	100	62	8	7	18	6	18	42	9	87	7	2	76	83	9	24	38	65	62	1	0	1	18	66	0	24	51	10	8	24	35	80	18	4	65	84	26	9	12	9	18	10	10	
Laval Liberty HS	98	102	64	10	7	19	4	20	43	8	89	5	1	78	85	7	24	40	67	64	0	1	0	20	68	1	24	53	12	7	26	36	81	20	3	67	86	27	8	11	8	20	12	12	
McCaig	91	95	56	12	19	20	22	0	39	15	81	23	20	72	69	16	20	32	59	56	20	18	20	0	60	18	20	45	17	21	15	19	67	0	20	59	78	22	15	18	15	0	11	17	
Morin Heights	36	40	40	68	72	64	72	60	96	64	64	74	68	86	98	65	67	32	39	42	68	66	68	60	0	66	67	16	62	64	42	76	92	60	71	12	46	70	64	67	64	60	70	62	
Mother Teresa HS	96	100	62	8	7	18	6	18	42	9	87	7	2	76	83	9	24	38	65	62	1	0	1	18	66	0	24	51	10	8	24	35	80	18	4	65	84	26	9	12	9	18	10	10	
Mountainview	98	102	52	27	28	3	24	20	56	32	85	23	24	88	83	33	0	39	52	49	24	24	24	20	67	24	0	52	15	32	25	35	81	20	20	66	85	3	32	35	32	20	29	15	
Mountainview HS - Prévost	50	54	47	53	57	50	57	45	83	59	71	59	53	72	81	59	52	13	48	51	53	51	53	45	16	51	52	0	47	58	25	61	75	45	56	13	64	56	59	62	59	45	55	47	
Our Lady of Peace	93	97	58	11	15	14	9	17	50	19	83	9	10	83	80	19	15	34	61	58	12	10	12	17	62	10	15	47	0	18	20	30	79	17	9	61	80	14	19	22	19	17	13	1	
Phoenix	102	106	70	8	3	29	12	21	38	2	95	13	9	71	74	1	32	45	73	70	7	8	7	21	64	8	32	58	18	0	28	24	70	21	11	72	91	35	2	5	2	21	11	18	
Pierre Elliott Trudeau	76	80	43	22	29	25	32	15	50	30	63	32	26	68	65	29	25	14	46	43	26	24	26	15	42	24	25	25	20	28	0	29	57	15	32	42	61	28	30	33	30	15	24	20	
Pinewood (Campus A & B)	105	109	72	25	25	34	39	19	22	21	97	38	36	57	50	24	35	48	75	72	36	35	36	19	76	35	35	61	30	24	29	0	48	19	40	75	94	37	21	24	21	19	22	30	
Rawdon	96	100	88	73	72	77	85	67	66	72	113	83	83	27	30	71	81	64	91	88	81	80	81	67	92	80	81	75	79	70	57	48	0	67	86	91	110	85	72	75	71	67	70	79	
Rosemere HS	91	95	56	12	19	20	22	0	39	15	81	23	20	72	69	16	20	32	59	56	20	18	20	0	60	18	20	45	17	21	15	19	67	0	20	59	78	22	15	18	15	0	11	17	
Souvenir	101	105	67	17	9	19	1	20	51	12	92	2	3	83	90	12	20	44	70	67	3	4	3	20	71	4	20	56	9	11	32	40	86	20	0	70	89	22	12	15	12	20	15	9	
Ste-Adele	48	52	60	67	71	63	71	59	95	72	85	73	67	74	97	73	66	26	59	62	67	65	67	59	12	65	66	13	61	72	42	75	91	59	70	0	21	71	72	75	72	59	69	61	
Ste-Agathe	49	45	81	86	90	83	90	78	114	90	106	92	86	95	116	92	85	47	78	81	86	84	86	78	46	84	85	34	80	91	61	94	110	78	89	21	0	88	90						

ANNEX 3

	Roundtrip distance				
	1 day	2 days	3 days	4 days	5 days
Rent-a-car	Over 600 km	Over 800 km	Over 1100 km	Over 1300 km	Over 1500 km
Volts	Up to 600 km	Up to 800 km	Up to 1100 km	Up to 1300 km	Up to 1500 km
Personal car	No minimum	Below 200 km	Below 300 km	Below 400 km	Below 500 km