

Policy nº 1999-FR-01:	Expense Reimbursement Policy for the Members of the Council of
Policy is 1999-FR-01.	Commissioners and the Employees of the Sir Wilfrid Laurier School Board

Approved:	Resolution nº		990922-FR-0028
Revised:	Resolution nº	051123-FR-0058 CC-140625-FR-0135 CC-220525-FR-0113 CC-240626-FR-0136	CC-110427-FR-0077 CC-150422-CA-0160 CC-230621-FR-0130 CC-250129-FR-0053
Origin:	Secretary General		

In keeping with its commitment to respecting diversity, the Sir Wilfrid Laurier School Board uses gender-inclusive language in all its written communications. In cases where eliminating references to gender is not possible, gender-specific pronouns and possessive determiners are used solely for purposes of clarity and concision.

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 their 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 their 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 supervisor* 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, centre directors and school principals;

- By school principals or centre directors for the employees of their respective schools or centres;
- By the department directors for the employees of their respective departments;
- By the Chairman and the Director General for commissioners with the exception of the Chairman;
- By the Executive Committee and the Director General for the Chairman.

*The immediate supervisor 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.
- Employees are required to use one of the hybrid/electric vehicles, 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 an Expense Claim Form immediately upon their 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 supervisor, 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 Annex 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 kilometres 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 kilometre travelled.
- 5.1.4 For travel between schools, centres and the board office, the kilometre chart of distances as established by the Material Resources and 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 workplace, 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 kilometres 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 50 km from the school board to the assigned place of work, or the excess of 50 km from the residence to the assigned place of work.
- 5.1.7 In the case where employees are required to work outside their regular working hours, or in exceptional circumstances, the employees 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 their 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 workplace;
- 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 for recalculation 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 immediate supervisor. In this case, the immediate supervisor has the responsibility to initialize the form to each expenditure covered by the overtake.

8.0 REVISION

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

ANNEX I

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

^{*} Includes taxes and gratuities

		TRAVEL
Kilometres:	• For the First 5,000 km	\$0.62/km
	Each additional km	\$0.55/km
	• Carpooling	\$0.78/km
	Up to 6 km	\$3.00 per day, round trip

	ACCOMMODATION
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.aprovisionnementquebec.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 with Google 2014 Laval schools 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		Joilette Elementary	Joilette HS	Jules Veme	Lake of Two Mountains	Laurentia	Laurentian	egional	Laurier Senior HS	Laval Jr HS	Laval Liberty HS	McCaig Morin Heights	Mother Terrer M	Mountainview	Mountainview HS - Prévost	Our Lady of Peace	Phoenix	Pierre Elliott Trudeau	Pinewood (Campus A & B)	Rawdon	Rosemere HS	Souvenir	Ste-Adele	ote-Agathe	St-Jude		St-Vincent - Campus St-Jacques	Can	SWLSB Administration	Тепу Fox	Twin Oaks
Arundel	0	4	58	98	103	99	102	91	126	105	58	103	99 1	20 1:	20 -	104	98	72	59	61	98	96	98	91 3	6 9	6 98	50	93	102	76	105	96	91	101	48 4	19 !	97 1	105 1	108	105	91	100	93
Arundel Science	4	0				102			130				103 1	_	\rightarrow		102	\rightarrow	63					95 4	_	_	54		106	\rightarrow	109	_	_	105	_	15 1		109 1		_	_		97
CDC Laurier - Lachute	58	62	0	62	68	42	68			70	25	70	64	94		71	52		0			62	64	56 4			47			43	72		56	67							56	64	58
CDC Laurier - Vimont	98	102	62	0	7	26	17	15	45	8	89	18	10		73	8		38	65	62	10	8	10	15 6	18	8 27	53			22	25	73	15	17	67	36	30		11		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	7	19 7	2	7 28	57	15	3	29	25	92	19	9	71 9	90 :	31	4	7	4	19	11	15
CDC St-Eustache	99	102	42	26	30	0	20	19	55	31	66	19	19	38	84	30	3	38	42	45	19	18	19	20 6	4 1	8 3	50	14	29	25	34	77	20	19	63 8	33	5	31	34	31	20	25	13
Crestview	102	106	68	17	9	20	0	22	51	12	93	2	3	31	89	13	24	44	71	68	4	6	4	22 7	2	6 24	57	9	12	32	39	85	22	1	71 9	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 6	0 1	8 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 9	6 4	2 56	83	50	38	50	22	66	39	51	95 1 ⁻	14	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 6	i4	9 32	59	19	2	30	21	72	15	12	72 9	90 :	35	2	5	1	15	10	19
Grenville	58	62	25	89	93	66	93	81	118	95	0	95	89 1	19 1	19	96	85	60	27	24	89	87	89	81 6	4 8	7 85	71	83	95	63	97	113	81	92	85 10)6	91	95	98	95	81	91	83
Hillcrest	103	107	70	18	10	19	2	23	51	13	95	0	4	35	87	14	23	46	73	70	5	7	5	23 7	4	7 23	59	9	13	32	38	83	23	2	73 9	92	26	13	16	13	23	20	9
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 6	8	2 24	53	10	9	26	36	83	20	3	67 8	36	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 8	6 7	6 88	72	83	71	68	57	27	72	83	74 9	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 9	8 8	3 83	81	80	74	65	50	30	69	90	97 1	16	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 6	15	9 33	59	19	1	29	24	71	16	12	73 9	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	38	85	33	0	39	52	49	24	24	24	20 6	7 2	4 (52	15	32	25	35	81	20	20	66 8	35	3	32	35	32	20	29	15
Laurentia	72	76	37	38	44	38	44	32	69	45	60	46	40	34	70	46	39	0	35			38	40	32 3	2 3	8 39	13	34	45	14	48	64	32	44	26	17	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 3	9 6	5 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 4	2 6	2 49	51	58	70	43	72	88	56	67	62 8	31	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 6	8	1 24	53	12	7	26	36	81	20	3	67 8	36	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 6	6	0 24	51	10	8	24	35	80	18	4	65 8	34 :	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 6	8	1 24	53	12	7	26	36	81	20	3	67 8	36	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 6	0 1	8 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	36	98	65	67	32	39	42	68	66	68	60	0 6	6 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 6	66	0 24	51	10	8	24	35	80	18	4	65 8	34 :	26	9	12	9	18	10	10
Mountainview	98	102	52	27	28	3	24	20	56	32	85	23	24	38	83	33	0	39	52	49	24	24	24	20 6	7 2	4 (52	15	32	25	35	81	20	20	66 8	35	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 1	6 5	_			58	25	61	75	45	56	13 3	34 :	56	59	62	59	45	55	47
Our Lady of Peace	93	97	58		15			17		19	83	9			80	19		34			12	10	12	17 6			47			20	30		17		_	_		_	22		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 6	4	8 32	58	18	0	28	24	70	21	11	72 9	91 :	35	2	5	2	21	11	18
Pierre Elliott Trudeau	76	80	43		29	25	32	15		30	63	32		88	65	29		14	46			24	26	15 4	2 2	4 25	25	20	28	0	29		15				28	30	33		15		
Pinewood (Campus A & B)	105	109	72	25	25	34	39	19		21	97	38	36	57	50	24	35	48	75	72	36	35	36	19 7	6 3	5 35	61		24		0	48	19		75 9	94 :			24		19	22	
Rawdon	96	100	88	73	72	77	85	67		72	113	83	83	27 :	30	71	81	64	91	88	81	80	81	67 9	12 8	0 81	75	79	70	57	48	0	67		91 1	10			75	71	67	70	79
Rosemere HS	91	95	56	12	19	20	22			15	81	23			69	16		32			20	18	20	0 6					21	15	19	67	0						18	15	0	11	17
Souvenir	101	105	67	17	9	19	1	20	51	12	92	2	3	33	90	12	20	44	70	67	3	4	3	20 7			56	9		32	40	86	20	_	70 8						20	15	
Ste-Adele	48	52			71					72			67				66		59			65	67		2 6		13			42			59	70							59		
Ste-Agathe		45																						78 4														90		90		88	
St-Jude																								22 7														35		35		32	
St-Paul/St-Ernest		109						15					9	_	_									15 6						_		_	_	_	72 9	_	_	0	5	_	15	10	
St-Vincent - Campus St-Jacques													12											18 6											75 9			5			18		22
St-Vincent - Campus Concorde		109						15					9											15 6											72 9			1	4	0			19
SWLSB Administration		95			19																			0 6																15		11	
Terry Fox		104																						11 7																		0	12
Twin Oaks	93	97	58	11	15	13	9	17	50	19	83	9	10	33	80	19	15	34	61	58	12	10	12	17 6	2 1	0 15	47	1	18	20	30	79	17	9	ô1 8	30	14	19	22	19	17	12	0

ANNEX 3

	R	ound-trip distar	ice		
	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