

COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

Policy n° 1999-FR-01:	<b>Expense Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board</b>
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<b>Origin:</b>	<b>Secretary General</b>		

*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.
- 4.6 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 30<sup>th</sup>.

#### **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

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

\* Includes taxes and gratuities

<b>TRAVEL</b>		
<b>Kilometres:</b>		
	• 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

<b>ACCOMMODATION</b>	
<b>Stay with a friend or relative:</b>	<b>\$25.00 per day</b>
<b>Tips without receipt:</b>	<b>\$5.00 per day</b>

*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](http://www.aprovisionnement-quebec.gouv.qc.ca/acheteur/produitset_services/transport_et_hebergement/repertoire_des_tarifs_preferentiels_hoteliers_par_ville).*



**ANNEX 3**

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