

## Policy Statement



Policy No. D-1

**SUBJECT:** Reimbursement of Expenses

**Approval Date:** March 26, 2001

**Resolution No:** C-00/01-210

**Revision Date:** February 24, 2009

**Resolution No:** C-08/09-190

**Revision Date:** June 26, 2018

**Resolution No:** C-17/18-216

**Origin:** Finance Committee

### OBJECTIVE

To provide a framework for the reimbursement of expenses incurred by commissioners and board employees while carrying out duties on behalf of the board.

### POLICY

School board employees and commissioners shall be reimbursed for expenses incurred while carrying out their duties on behalf of the board. Reimbursement of expenses shall be governed by the *Western Québec School Board Regulations on Travel Expenses*. (Annex A)

## WESTERN QUÉBEC SCHOOL BOARD REGULATIONS ON TRAVEL EXPENSES

### 1. OBJECTIVE

To reimburse employees and commissioners who have incurred expenses while carrying out their duties and functions, and/or representing the School Board.

### 2. APPLICATION

These regulations apply to everyone who has a right to claim travelling expenses from the School Board.

#### DEFINITION OF TERMS

##### **Financial Year**

From July 1 of one year to June 30 of the following year.

##### **Business Insurance**

Insurance covering material damages to a private vehicle when used for work.

##### **Travel**

A trip where transportation and/or accommodation and/or meal expenses must be incurred.

##### **Employee**

A person whose main and regular employment is with the School Board.

##### **Employer**

The Western Québec School Board (School Board).

##### **Claimant**

All persons having the right to claim travel expenses.

##### **Immediate Supervisor**

Person representing the employer and being the first supervising authority to the employee.

### 3. TRANSPORTATION EXPENSES

The criteria for determining whether to use a personal car or a rental car are as follows:

DISTANCE (round trip)	PERSONAL CAR	RENTAL CAR
<b>1 Day</b>		
<280 km	X	
>280 km		X
<b>2 Days</b>		
<430 km	X	
>430 km		X
<b>3 Days</b>		
<580 km	X	
>580 km		X

The allowance for the use of a personal vehicle is \$0.45 per kilometer and \$0.48 per kilometer for carpooling.

The allowance is calculated on the difference between:

- the round-trip distance from the employee's residence and his regular place of work; and
- the round-trip distance from the employee's residence to the destination, if it is greater than the former.

Unless the employee is based in a school, the regular place of work is the board office located at 15 Katimavik, Gatineau, QC.

A minimum amount of \$3 is allowed for each trip of less than 10 kilometers (round-trip).

#### **Car Rental**

The use of intermediate size vehicles (or larger when justified) is encouraged. For trips of any duration or distance, the less expensive mode of transportation shall be used.

If a rental car is not available and employees use their own vehicle, they will be reimbursed an amount equal to the cost of a rental (\$55/day or current rate) plus gas.

#### **Other Means of Transportation**

Taxi and train fares (economy fare) are reimbursed upon presentation of written proof.

#### **Parking and Tollgates**

All parking and tollgate expenses are reimbursed upon presentation of written proof.

#### **Business Insurance**

If employees incur additional cost for insurance premium on their vehicle for excessive business travel (over 20,000 km personal/business combined), they may request reimbursement for the additional cost upon presentation of written proof.

#### 4. MEAL EXPENSES

For travels over **50 kilometers** from the place of work, and upon presentation of receipt, meals are reimbursed as follows:

Departure before 7:30 a.m.	Breakfast –	Up to a maximum of \$15
Departure before 11:30 a.m.	Lunch –	Up to a maximum of \$20
Departure before 5:30 p.m.	Dinner –	Up to a maximum of \$30

The employee entitled to all three meals could vary the total of \$65 throughout the three meals of the day. All itemized receipts required. Relative grocery itemized receipts also acceptable.

#### 5. ACCOMMODATION EXPENSES

The claimant must attempt to obtain the best rate available. Upon presentation of written proof, reimbursement will be made for true, reasonable expenses incurred.

Personal expenses such as laundry and dry-cleaning are not reimbursed.

The School Board may compensate an employee for private accommodations (host fee) up to a maximum of \$ 40 per night.

#### 6. REIMBURSEMENT

Travel costs must be supported by written proof except for allocations for the use of personal cars. All expenses provided for in these regulations will be presented on the duly completed **Travel Claim of Expenses** form, and will be reimbursed.

#### 7. AUTHORIZATIONS

The immediate supervisors will authorize the employees' travel expenses.

The Director of Finance will authorize expenses incurred by any other person not mentioned above, and who has a right to claim travel expenses on behalf of the School Board. The employee's immediate supervisor will examine any exception to these regulations.