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| Policy Statement | | |
|  | Western Quebec School Board Commission Scolaire Western Québec | Policy No. D-1 |
| | | |
| SUBJECT: | Travel, accommodation and representation expenses | |
| Approval Date: March 26, 2001 | | Resolution No.: C-00/01-210 |
| Revision date: March 29, 2022 | | Resolution No.: C-21/22-135 |
| Revision date: June 27, 2023 | | Resolution No.: C-22/23-239 |
| Revision date: September 26, 2023 | | Resolution No.: C-23/24-20 |
| Origin: Finance Department | | |

1. OBJECTIVE

- 1.1. To define a general framework for travel and accommodation expenses for employees traveling on and off school board territory while carrying out their duties.
- 1.2. Define reasonable entertainment expenses eligible for reimbursement by the school board.

2. DEFINITIONS

2.1. Travel expenses:

Expenses incurred for the use of a personal vehicle by a member of the Council of Commissioners or an employee while carrying out their duties.

2.2. Accommodation expenses:

Lodging expenses incurred by a member of the Council of Commissioners or an employee during authorized travel outside the territory of the school board for the performance of their duties.

2.3. Meal expenses:

Meal expenses incurred by a member of the Council of Commissioners or an employee while carrying out their duties.

2.4. Entertainment expenses:

Public relations expenses incurred for the purpose of highlighting the school board's accomplishments and promoting the organization's image. These expenses may be

incurred by a member of the Council of Commissioners or of the general directorate when acting on behalf of the school board.

2.5. Heavy equipment:

The term "heavy equipment" refers to large tools, heavy building materials and large quantities of documents or materials.

2.6. Place of work:

This is the place where an employee's duties are mainly performed.

3. GENERAL PROVISIONS

- 3.1. Employees are reimbursed for travel expenses provided they have obtained authorization from their immediate supervisor upon presentation of the completed form.
- 3.2. Travel expenses must be submitted monthly. Claims may be made less frequently, provided they are submitted by June 30 of the current year.
- 3.3. A request for reimbursement of entertainment expenses must specify the reasons for the expense and be accompanied by receipts. The number of people involved must also be indicated. The claim should not be made on the travel expense claim form, but on the supplier payment claim form.
- 3.4. The school board encourages carpooling.
- 3.5. For travel outside the Outaouais region, the school board encourages the use of a rental car.

4. SPECIFIC PROVISIONS

- 4.1. Travel expense allowances are calculated on the basis of the place of work to which the commissioner or employee is assigned.
- 4.2. Mileage reimbursed is based on the distance actually travelled by a commissioner or employee in the performance of their duties (Appendix 2).
- 4.3. If the employee does not have to report to work at the start of the day, the mileage reimbursed is the lesser of the mileage between the place of work or home and the first appointment.
- 4.4. The same rule applies to the last appointment.
- 4.5. We do not reimburse meal-related mileage, except in the case of meetings.

5. TRAVEL EXPENSES

The rates in Appendix 1 will be updated on caaquebec.com/infoessence, for the Outaouais region, based on the higher of the realistic price and the average pump price, on the first business day of each month.

Only the travel expense claim form, available on the secure WQSB website, is accepted. The form is updated monthly.

5.1. Regular rate – see Appendix 1

5.2. Carpooling rate – see Appendix 1

5.3. Rental car – see Appendix 1

5.3.1. Fuel costs will be reimbursed upon presentation of receipts.

5.3.2. In the absence of receipts, a rate of \$0.10 per kilometer will be applied.

5.4. Equipment transport

5.4.1. A supplement of 50 % of the normal rate may be granted to an employee transporting heavy equipment (100 lbs/45 kg and over). Authorization must be given in advance by the immediate supervisor.

The cost of moving the vehicle to unload the equipment and park it is included in the additional allowance.

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

6. OTHER MODES OF TRANSPORTATION

6.1. Use of public transit (rental car, taxi, bus, train, airplane) will be reimbursed at the actual cost incurred, upon presentation of receipts. When renting a car, fuel costs will be reimbursed upon presentation of receipts.

7. PARKING AND TOLLS

7.1. All parking and toll expenses will be reimbursed upon presentation of receipts.

8. MEAL EXPENSES

8.1. For travels over 50 kilometers from the place of work, meal expenses incurred will be reimbursed without receipts, taking into account the following constraints:

8.1.1. During a convention, symposium or any other activity for which meals are included in the registration fee or the cost of the room, the WQSB will not

reimburse expenses related to the fact that the participant did not take advantage of the meals included in the registration fee or the cost of the room.

- 8.1.2. A copy of the appendix or registration form must be attached to the application.

| Meal | Daily indemnity |
|-----------|-----------------|
| Breakfast | \$15.00\$ |
| Lunch | \$20.00 |
| Dinner | \$30.00 |
| Total | \$65.00 |

For departures before 6:30 a.m., breakfast will be refunded.
For arrivals after 6:30 p.m., dinner will be refunded.

9. ACCOMMODATION EXPENSES

- 9.1. Accommodation must be obtained at the best possible rate. Reimbursement will be issued for expenses incurred upon presentation of receipts.
- 9.2. Personal expenses such as laundry or dry cleaning are not refundable.
- 9.3. The school board may choose to compensate an employee for the cost of private accommodation (hostess fees) up to a maximum of \$40/night.

10. REIMBURSEMENT

- 10.1. Travel expense claims must be accompanied by supporting vouchers (receipt, invoice, Google Maps itinerary).
- 10.2. All travel expense claims must be submitted using the form available via the following link: [TRAVEL CLAIM FORM](#)
- 10.3. Forms that are filled out manually will not be accepted, except in rare cases.

11. AUTHORIZATIONS

- 11.1. Employees' travel expenses must be authorized by their immediate supervisor.
- 11.2. The Director of Finance is authorized to approve expenses incurred by any other person not mentioned in 11.1 who is entitled to claim reimbursement of travel expenses from the school board.

12. LIMITATIONS

- 12.1. When several modes of transportation are possible (e.g., personal vehicle, rental car, taxi, bus, train or airplane), the commissioner or employee must choose the most

economical mode of transportation, provided it is compatible with reasonable time constraints.

The immediate supervisor may authorize another mode of transportation if they deem it appropriate.

12.2. Expenses incurred by a commissioner or employee while using their personal vehicle following an accident or breakdown (towing, insurance deductible, repairs, etc.) are not reimbursed.

12.3. Other expenses not reimbursed by the school board:

12.3.1. Traffic tickets

12.3.2. Any alcohol expenses

12.3.3. Theft, loss or damage to personal property

12.3.4. Automobile insurance premiums, including owner's liability, the cost of which is included in the mileage allowance.

12.4. Internal reimbursement agreements for each administrative unit cannot provide allowances higher than those described in point 5.

13. DEROGATION

Any derogation from this policy for special and exceptional circumstances must be approved in advance by the general directorate.

14. ENTRY INTO FORCE

This policy takes effect on October 1st, 2023.

APPENDIX 1

Section 5.1 – Regular rate

| Price of gas/liter | Allowance/kilometer |
|--------------------|---------------------|
| 85¢ - 94.9¢ | \$0.46 |
| 95¢ - 104.9¢ | \$0.47 |
| 105¢ - 114.9¢ | \$0.48 |
| 115¢ - 124.9¢ | \$0.49 |
| 125¢ - 134.9¢ | \$0.50 |
| 135¢ - 144.9¢ | \$0.51 |
| 145¢ - 154.9¢ | \$0.52 |
| 155¢ - 164.9¢ | \$0.53 |
| 155¢ - 174.9¢ | \$0.54 |
| 165¢ - 184.9¢ | \$0.55 |
| 185¢ - 194.9¢ | \$0.56 |
| 195¢ - 204.9¢ | \$0.57 |
| 205¢ - 214.9¢ | \$0.58 |

Section 5.2 – Carpooling rate: regular rate + \$0.10 per km


APPENDIX 1 (continued)

Section 5.3 – Rental car

| Duration of travel | Distance (round trip) | Vehicle type |
|--------------------|-----------------------|------------------|
| 1 day | Less than 280 km | Personal vehicle |
| | Over 280 km | Rental car |
| 2 days | Less than 430 km | Personal vehicle |
| | Over 430 km | Rental car |
| 3 days | Less than 580 km | Personal vehicle |
| | Over 580 km | Rental car |

APPENDIX 2

Mileage grid

|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---------------------------|------------|---------|----------|---|----------------|---------|-------------|----------------------------------|--------------|----------|-------------|-------------|----------|-------|---------|--------|----------|-----------|-----------|--------------|----------|------------|------------|---------------|-----------|----------|-------------------|
| | Anishnabe Adult Ed Centre | Buckingham | Chelsea | D'Arcy M | Dr. S.E. McDowell & Pontiac Adult. Ed. Ctre | Dr. Wilbert K. | Eardley | G. Theberge | Golden Valley/Val d'Or Adult Ed. | Greater Gat. | H.A.E.C. | Lord Aylmer | Maniwaki W. | M.A.E.C. | Namur | Noranda | Onslow | P.W.H.S. | P.E.T.E.S | Poltimore | Pontiac High | Queen E. | South Hull | St. John's | St. Michael's | Wakefield | W.Q.C.C. | W.Q. Board Office |
| Anishnabe Adult Ed Centre | | 533 | 487 | 485 | 419 | 380 | 482 | 124 | 201 | 508 | 487 | 483 | 484 | 484 | 605 | 94 | 441 | 507 | 498 | 519 | 420 | 480 | 486 | 419 | 500 | 483 | 483 | 485 |
| Buckingham | 533 | | 36 | 45 | 111 | 175 | 48 | 415 | 435 | 24 | 39 | 48 | 137 | 137 | 74 | 536 | 90 | 33 | 38 | 41 | 112 | 108 | 45 | 133 | 88 | 65 | 49 | 45 |
| Chelsea | 487 | 36 | | 13 | 81 | 131 | 22 | 414 | 414 | 20 | 10 | 18 | 121 | 121 | 101 | 514 | 43 | 8 | 12 | 41 | 66 | 62 | 18 | 88 | 43 | 22 | 21 | 13 |
| D'Arcy M | 485 | 45 | 13 | | 68 | 143 | 5 | 373 | 425 | 20 | 10 | 6 | 133 | 132 | 110 | 534 | 46 | 12 | 9 | 58 | 70 | 74 | 4 | 91 | 55 | 32 | 6 | |
| Dr. S.E. McDowell & Pontiac Adult. Ed. Ctre | 419 | 111 | 81 | 68 | | 72 | 64 | 297 | 426 | 86 | 76 | 64 | 133 | 133 | 178 | 521 | 22 | 80 | 74 | 102 | 1 | 86 | 68 | 22 | 64 | 65 | 64 | 68 |
| Dr. Wilbert K. | 380 | 175 | 131 | 143 | 72 | | 138 | 254 | 461 | 161 | 140 | 140 | 162 | 162 | 251 | 476 | 94 | 138 | 145 | 156 | 73 | 105 | 139 | 50 | 124 | 114 | 137 | 143 |
| Eardley | 482 | 48 | 22 | 5 | 64 | 138 | | 360 | 434 | 23 | 13 | 1 | 137 | 137 | 113 | 535 | 42 | 15 | 11 | 61 | 65 | 84 | 4 | 85 | 58 | 39 | 2 | 5 |
| G. Theberge | 124 | 415 | 414 | 373 | 297 | 254 | 360 | | 338 | 389 | 383 | 360 | 412 | 412 | 471 | 222 | 318 | 385 | 376 | 400 | 297 | 355 | 379 | 294 | 375 | 364 | 360 | 373 |
| Golden Valley/Val d'Or Adult Ed. | 201 | 435 | 414 | 425 | 426 | 461 | 434 | 338 | | 432 | 423 | 434 | 294 | 294 | 453 | 115 | 448 | 420 | 417 | 409 | 427 | 350 | 431 | 411 | 350 | 392 | 433 | 425 |
| Greater Gat. | 508 | 24 | 20 | 20 | 86 | 161 | 23 | 389 | 432 | | 14 | 22 | 141 | 141 | 96 | 533 | 66 | 14 | 12 | 50 | 86 | 84 | 21 | 107 | 63 | 42 | 23 | 20 |
| H.A.E.C. | 487 | 39 | 10 | 10 | 76 | 140 | 13 | 383 | 423 | 14 | | 14 | 130 | 130 | 104 | 524 | 54 | 4 | 4 | 46 | 76 | 73 | 10 | 97 | 52 | 30 | 13 | 10 |
| Lord Aylmer | 483 | 48 | 18 | 6 | 64 | 140 | 1 | 360 | 434 | 22 | 14 | | 137 | 137 | 114 | 531 | 44 | 15 | 12 | 60 | 65 | 80 | 3 | 86 | 59 | 39 | 1 | 6 |
| Maniwaki W. | 484 | 137 | 121 | 133 | 133 | 162 | 137 | 412 | 294 | 141 | 130 | 137 | | 162 | 200 | 395 | 143 | 128 | 132 | 100 | 134 | 58 | 138 | 120 | 78 | 100 | 137 | 133 |
| M.A.E.C. | 484 | 137 | 121 | 132 | 133 | 162 | 137 | 412 | 294 | 141 | 130 | 137 | 162 | | 200 | 395 | 143 | 128 | 132 | 100 | 134 | 58 | 138 | 120 | 78 | 100 | 137 | 132 |
| Namur | 605 | 74 | 101 | 110 | 178 | 251 | 113 | 471 | 453 | 96 | 104 | 114 | 200 | 200 | | 553 | 156 | 106 | 112 | 103 | 179 | 173 | 111 | 201 | 153 | 135 | 114 | 110 |
| Noranda | 94 | 536 | 514 | 534 | 521 | 476 | 535 | 222 | 115 | 533 | 524 | 531 | 395 | 395 | 553 | | 543 | 521 | 525 | 509 | 522 | 451 | 531 | 512 | 471 | 493 | 531 | 534 |
| Onslow | 441 | 90 | 43 | 46 | 22 | 94 | 42 | 318 | 448 | 66 | 54 | 44 | 143 | 143 | 156 | 543 | | 57 | 52 | 80 | 23 | 84 | 46 | 45 | 64 | 43 | 44 | 46 |
| P.W.H.S. | 507 | 33 | 8 | 12 | 80 | 138 | 15 | 385 | 420 | 14 | 4 | 15 | 128 | 128 | 106 | 521 | 57 | | 6 | 46 | 81 | 70 | 12 | 95 | 50 | 29 | 15 | 12 |
| P.E.T.E.S | 498 | 38 | 12 | 9 | 74 | 145 | 11 | 376 | 417 | 12 | 4 | 12 | 132 | 132 | 112 | 525 | 52 | 6 | | 50 | 75 | 75 | 7 | 95 | 55 | 34 | 9 | 9 |
| Poltimore | 519 | 41 | 41 | 58 | 102 | 156 | 61 | 400 | 409 | 50 | 46 | 60 | 100 | 100 | 103 | 509 | 80 | 46 | 50 | | 103 | 41 | 57 | 106 | 22 | 37 | 61 | 58 |
| Pontiac High | 420 | 112 | 66 | 70 | 1 | 73 | 65 | 297 | 427 | 86 | 76 | 65 | 134 | 134 | 179 | 522 | 23 | 81 | 75 | 103 | | 85 | 69 | 23 | 63 | 66 | 65 | 70 |
| Queen E. | 480 | 108 | 62 | 74 | 86 | 105 | 84 | 355 | 350 | 84 | 73 | 80 | 58 | 58 | 173 | 451 | 84 | 70 | 75 | 41 | 85 | | 80 | 61 | 20 | 42 | 80 | 74 |
| South Hull | 486 | 45 | 18 | 4 | 68 | 139 | 4 | 379 | 431 | 21 | 10 | 3 | 138 | 138 | 111 | 531 | 46 | 12 | 7 | 57 | 69 | 80 | | 89 | 61 | 39 | 3 | 4 |
| St. John's | 419 | 133 | 88 | 91 | 22 | 50 | 85 | 294 | 411 | 107 | 97 | 86 | 120 | 120 | 201 | 512 | 45 | 95 | 95 | 106 | 23 | 61 | 89 | | 81 | 70 | 85 | 91 |
| St. Michael's | 500 | 88 | 43 | 55 | 64 | 124 | 58 | 375 | 350 | 63 | 52 | 59 | 78 | 78 | 153 | 471 | 64 | 50 | 55 | 22 | 63 | 20 | 61 | 81 | | 22 | 59 | 55 |
| Wakefield | 483 | 65 | 22 | 32 | 65 | 114 | 39 | 364 | 392 | 42 | 30 | 39 | 100 | 100 | 135 | 493 | 43 | 29 | 34 | 37 | 66 | 42 | 39 | 70 | 22 | | 36 | 33 |
| W.Q.C.C. | 483 | 49 | 21 | 6 | 64 | 137 | 2 | 360 | 433 | 23 | 13 | 1 | 137 | 137 | 114 | 531 | 44 | 15 | 9 | 61 | 65 | 80 | 3 | 85 | 59 | 36 | | 6 |
| W.Q. Board Office | 485 | 45 | 13 | | 68 | 143 | 5 | 373 | 425 | 20 | 10 | 6 | 133 | 132 | 110 | 534 | 46 | 12 | 9 | 58 | 70 | 74 | 4 | 91 | 55 | 33 | 6 | |