

Policy Statement



Western Quebec School Board
Commission Scolaire Western Québec

Policy No. D-1

SUBJECT: Travel, accommodation and representation expenses

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Resolution No.: C-00/01-210

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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 car
	Over 280 km	Rental car*
2 days	Less than 430 km	Personal car
	Over 430 km	Rental car*
3 days	Less than 580 km	Personal car
	Over 580 km	Rental car*

* If a rental car is not available and employees use their own vehicle, they will be reimbursed \$65 per day of travel plus gas upon presentation of receipts.

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	