



RIVERSIDE SCHOOL BOARD

Policy Name:	Policy on the Reimbursement of Expenses
Policy Number:	F165-20150317 replacing F160-20140916 replacing B402-20111115
Consultation Period:	2015-01-21 to 2015-02-12
Date Approved by Council:	2015-03-17
Date of Next Review:	3 years from approval by Council

Purpose

The present policy takes into consideration Quebec's Balanced Budget Act and aims at providing fair and adequate treatment of expenses (travelling, meals, accommodation and representation) incurred during the course of their duties by commissioners and all staff members of Riverside School Board.

Principles

The School Board acknowledges that any person expected to travel during the course of his/her duties is entitled to be reimbursed for all reasonable expenses actually incurred for that purpose, up to the maximum amounts adopted by Council and reviewed periodically.

It is both the intention and the duty of the School Board to achieve both effectiveness and saving wherever public funds administered by the School Board are involved. The School Board thus encourages shared accommodation and carpooling whenever such measures are feasible.

The School Board acknowledges also that limited and reasonable representation expenses may be incurred by its commissioners and senior personnel during the course of their duties.

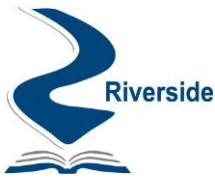
The School Board reimburses only approved expenses that are accompanied by the supporting documents.

Exception

The present policy does not apply to homebound tutoring.

Definitions

To facilitate the understanding of the present policy, as well as its application, the following expressions are defined.



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Approval:

Approval is the act of approving, the giving of formal or official sanction. It is expressed in writing by signing an official document such as a claim form and ensures the claim is in compliance with this policy.

Authorization:

Authorization is the act of authorizing, of empowering. Authorization can be given for a specific instance or event, or for intended general instances or events under agreed upon circumstances.

Pre-authorization:

Pre-authorization is the act of authorizing, of empowering in advance. Pre-authorization is given for a specific instance or event.

Representation expenses:

Representation expenses include travel, lodging, meals and registration fees incurred to promote Riverside School Board or establish relations that could be beneficial to it.

Regular workplace

The regular workplace is where a staff member receives regular directives and reports on activities; it is also the starting point from which he or she normally undertakes travelling for work purposes. In some instances, staff members may have different work places for different days of the week. Any travelling must therefore be calculated using the individual's regular workplace as the starting point, adjusting for the day of the week as the case may be.

Commissioners and staff members travelling to more than one destination on the same trip must calculate the distances as one continuous trip, not as an addition of round trips.

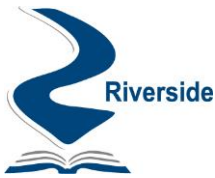
For travel between schools, centers and the Board Office, the kilometer chart of distances as established by the Transportation Department shall apply.

For all other travel, the distance recognized for reimbursement purposes is the distance actually travelled, based on the lesser of:

- ✓ **the distance between the destination and the regular work place, or**
- ✓ **the distance between the destination and the residence of the commissioner or staff member.**

The School Board does not pay the round trip residence-regular workplace of staff members except when their services are required after normal working hours at a meeting or other. Should this be the case, the School Board may then reimburse the cost of a meal rather than pay the mileage.

Although commissioners are considered as working from home, the School Board does not pay the round trip residence-Board Office of commissioners for regular and special statutory Council meetings.



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Approval

To be eligible for reimbursement, an expense must be approved by a proper authority.

For the Commissioners:

Approval of representation and travel expenses must be granted by the School Board's Chair and the Vice-Chair or in the absence of one of them, the Chair of the Finance Committee. The Chair, the Vice-Chair and the Chair of the Finance Committee approve each other's, provided that two of them approve the third one.

For Commissioners' Professional Development

Approval of professional development expenses for Commissioners must be granted by the Chair and the Vice-Chair or in the absence of one of them, the Chair of the Finance Committee.

For the Director General:

Approval of representation and travel expenses must be granted by the School Board's Chair and the Vice-Chair or in the absence of one of them, the Chair of the Finance Committee.

For all other members of personnel:

Approval of representation and travel expenses must be granted by the immediate superior. Representation expenses are normally pre-authorized.

Allowances

Use of private vehicles:

The School Board will reimburse the mileage travelled during the course of staff members' duties. The same will apply to commissioners in accordance with the stipulations of AD-FR-003-G attached to this Policy. The reimbursement is based on a rate that is reviewed and adopted periodically (refer to AD-FR-002-G attached to this Policy).

Use of rental vehicles:

The use of rental vehicles is encouraged when the total vehicle cost would be less than the reimbursement of kilometres.

Parking / Toll fees:

The School Board reimburses the actual cost of parking and toll fees upon presentation of supporting documents.



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Public transportation:

TRAIN, BUS OR AIR TRAVEL The School Board reimburses the actual cost of an economy class fare upon presentation of supporting documents.

TAXI The School Board reimburses the actual cost of the trip (or short distances as a supplement to one form or another of public transportation) upon presentation of supporting documents.

URBAN TRANSPORTATION (Metro, city bus, parking meter)

The School Board reimburses the actual cost without supporting documents.

Accommodation:

The School Board reimburses the actual cost of a medium-standard room.

No reimbursement will be authorized for accommodations within a 100 km radius of the regular workplace unless special circumstances are pre-authorized by the Director General for staff members, or the School Board's Chair and Vice-Chair for the Director General or commissioners.

A detailed invoice from the hotel is required for reimbursement purposes. A fixed amount may be reimbursed to a staff member staying at a family or friend's place (refer to AD-FR-002-G attached to this Policy).

A maximum amount per day is authorized for incidental expenses related to hotel lodging, long-distance calls, tips, etc. Actual expenses are reimbursed up to this maximum (refer to AD-FR-002-G attached to this Policy).

Meals:

The School Board reimburses the actual cost of the meals within limits reviewed and adopted periodically by the School Board (refer to AD-FR-002-G attached to this Policy). The expense claim must include the purpose of the expense and the **names of the people** included in the expense.

Reimbursement of expenses will not be made for meals that are otherwise provided.

Registration fees:

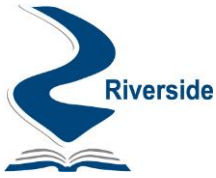
The School Board reimburses the actual cost of registration fees upon presentation of supporting documents.

Representation expenses:

The School Board reimburses the actual cost of representation expenses upon presentation of supporting documents, the purpose of the expense and the names of the people included in the expense.

Spouse-related expenses:

All additional expenses incurred by the spouse are not eligible for reimbursement by the School Board.



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Responsibility

The Financial Resources Department is responsible for the control of the application of this policy. All administrators and commissioners who approve travel expenses must ensure the compliance of the claims with this Policy.

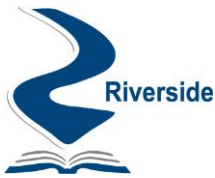
Exclusions

The following is a non-comprehensive list of expenses not reimbursed by the School Board:

1. Costs of traffic violation;
2. Expenses incurred by an employee or commissioner when using his personal vehicle after an accident or breakdown (towing, insurance deductible, repairs, etc.);
3. The insurance cost included in the compensation-related mileage.

Costs approved by Professional Development Committees:

Costs approved by a Professional Development Committee cannot in any case exceed the allocation rates outlined in this Policy.



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AD-FR-002-G

Revised by Council 2014-09-16

ALLOCATION RATES

Accommodations

The fixed amount for a staff member staying at a family or friend's place is set at \$25.00 per night.

Meals: (Including taxes and gratuities)	Breakfast:	\$12.00	
	Lunch:		\$23.00
	Supper:		\$35.00

The total daily limit is \$70.00 and is applicable when someone will be away from home for **three consecutive meal periods**.

Incidentals

The maximum amount per day authorized for incidental expenses related to hotel lodging, long-distance calls, tips, etc. is set at \$10.00.

Rate per km

The rate per km is set as calculated by the Quebec Treasury Board. An additional allowance of \$0.10 per kilometer per vehicle is allocated to the employee or the commissioner travelling with one or more colleague(s).

Advance

An advance may be granted in cases where travelling requires hotel accommodation. However, the advance requested must not exceed 75% of the **total** estimated cost of the trip (**including registration fees**) and the request itself must be in writing and reach the Financial Resources Department at least ten (10) work-days prior to undertaking the trip.

The granting of an advance does not in any way release the staff member from his or her obligation to provide a detailed travel expense claim supported by appropriate documents as soon as possible following the trip.

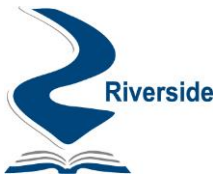
Claim

Individuals making a claim must fill out the School Board's approved form and forward it to his/her superior or designated individuals as per the authorization section, for approval. The Financial Resources Department, following proper approval as specified herewith, will verify and correct if need be. The Human Resources department will reimburse all employees on the pre-determined payroll schedule. All claims must be submitted within the quarter during which they were incurred; namely by: September 30 – December 31 – March 31 & June 30.

Purchasing card

The purchasing card is automatically reimbursed once a month in order to eliminate the payment of interest. Following proper approval, all expense account reports must be sent to Finance before the end of every month to facilitate the proper recording of expenses.

The purpose of the expense must be clearly stated on the form, as well as the names of the people invited if expenses cover more than one person. Claims submitted without proper supporting documents, information and/or approval will be returned.



RIVERSIDE SCHOOL BOARD

AD-FR-003-G

Revised and approved by Council 2014-09-16

GUIDELINES FOR REIMBURSEMENT OF COMMISSIONER EXPENSES

PURPOSE:

The guidelines hereinafter enumerated are intended to facilitate the administration of reimbursement of Commissioner expenses, all in accordance with the current Policy on Reimbursement of Expenses.

CATEGORY OF ACTIVITY	YES	NO	COMMENTS
Travel for Board Activities:			
Special and Regular Council meetings		X	
Executive meetings	X		
Committee meetings	X		
Working sessions	X		
Information sessions	X		
Consultations	X		
Travel to Schools and Centers:			
Any function		X	
Specific commissioner invitation		X	
Representing the Board	X		Delegated representative of Council
Graduation mileage		X	Parking for H.S. grads is reimbursable
Townhall Meetings	X		
External Representation:			
Meetings	X		
Functions	X		
Professional Development Expenses:			
Mileage / Transportation	X		
Parking	X		
Accommodation	X		
Meals (according to Board Policy)	X		
Taxis	X		
Other:			
Operational long distance telephone charges	X		Where applicable
Books and other Board related supplies	X		Where applicable