

# RIVERSIDE SCHOOL BOARD

<b>Policy Name:</b>	<b>Policy on the Reimbursement of Expenses</b>
<b>Policy Number:</b>	F351-20250617 replacing F340-20240709
<b>Date Received at Executive:</b>	April 1, 2025
<b>Date Received at Council:</b>	April 15, 2025
<b>Consultation Period:</b>	April 18, 2025 – June 1, 2025
<b>Date Approved by Council:</b>	June 17, 2025

## Purpose

The present policy takes into consideration Quebec's Balanced Budget Act, income tax act and aims at providing fair and adequate treatment of expenses (travelling, meals, accommodations, 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 their duties is entitled to be reimbursed for all reasonable expenses actually incurred for that purpose, up to the maximum amounts adopted and reviewed periodically.

It is both the intention and the duty of the School Board to achieve both effectiveness and savings 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 also acknowledges that limited and reasonable representation expenses may be incurred by its commissioners and senior personnel during the course of their duties.

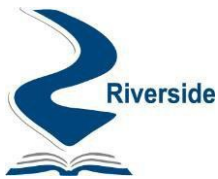
The School Board reimburses only approved expenses that are accompanied by the supporting documents.

## 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.



# RIVERSIDE SCHOOL BOARD

## **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.

## **Directive on the Reimbursement of Expenses:**

The document adopted at the Riverside School Board Directorate Consultative Meeting ("DCM") of the Director General and the Directors of Services.

## **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:**

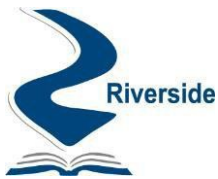
Staff members may have different workplaces for different days of the week. Regular workplace refers to any location within the RSB network, including schools, centres, and the Administrative Centre. Any travelling must therefore be calculated using the individual's regular workplace as the starting point, adjusting for the day of the week as the case may be. Travel from home to your first workplace and back home from your last workplace is considered personal travel and is therefore non-reimbursable.

For Inter-establishment travel on RSB territory, employees must calculate distance travelled according to the shortest route as established by the Transportation Department in their distance chart.

A staff member's telework location is not considered an RSB establishment and cannot be included in the travel calculation.

Travel for work related purposes to an external location (outside a RSB establishment) will be reimbursed from your home address to the designated location.

When an employee is required by Riverside School Board to travel to an RSB location outside normal working hours, for an emergency, they may claim compensation for the round-trip distance between their current location and the RSB establishment, even if the latter is their usual workplace.



# RIVERSIDE SCHOOL BOARD

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.

## **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 Vice Chair or in the absence of one of them, the Chair of the Audit (Finance and Material Resources) Committee. The Chair, the Vice Chair and the Chair of the Audit (Finance and Material Resources) 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 Audit (Finance and Material Resources) Committee.

### **For the Director General:**

Approval of representation and travel expenses must be granted by the School Board's Chair and Vice Chair or in the absence of one of them, the Chair of the Audit (Finance and Material Resources) 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 a staff member's or commissioner duties as per the Directive Regarding Reimbursement of Expenses. The rate is the same as the one set by the Treasury Board and is updated yearly as of July 1<sup>st</sup>. An additional allowance per kilometre, per vehicle, as determined by the Directorate Consultative Meeting "DCM", is allocated to the employee or commissioner travelling with one or more colleague(s).

### **Use of Rental Vehicles:**

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



# RIVERSIDE SCHOOL BOARD

## **Parking and Toll Fees:**

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

## **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.

## **Accommodations:**

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.

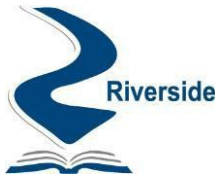
A detailed invoice from the hotel is required for reimbursement purposes. A fixed amount may be reimbursed to a staff member or commissioner staying at a non-commercial establishment at the rate as per the Directive Regarding Reimbursement of Expenses.

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 as per the Directive Regarding Reimbursement of Expenses.

## **Advance:**

An advance may be granted in cases where travelling requires hotel accommodations. 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 submitted to the Financial Resources Department at least ten (10) workdays prior to undertaking the trip.

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



# RIVERSIDE SCHOOL BOARD

## **Claim:**

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

## **Meals:**

The School Board reimburses the actual cost of the meals as per the Directive Regarding Reimbursement of Expenses. 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 which are otherwise provided.

## **Credit Card:**

The credit 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 the Finance Department 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 guests if expenses cover more than one person. Claims submitted without proper supporting documents, information and/or approval will be returned, and payment not made until completed.

## **Registration Fees:**

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

## **Representation Expenses:**

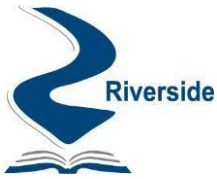
The School Board reimburses the actual cost of representation expenses upon presentation of supporting documents, the purpose of the expense and the names of the people included in the expense.

## **Spouse-related Expenses:**

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

## **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.



# RIVERSIDE SCHOOL BOARD

## **Exclusions**

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

1. Costs of a traffic violation.
2. Expenses incurred by an employee or commissioner when using their 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.

## **Circulation of the Directive on the Reimbursement of Expenses**

The Directive will be published on the website of the Riverside School Board.

## **Coming into Force**

This Policy shall come into force on June 17, 2025.