



## **DIRECTIVE ON REIMBURSEMENT OF EXPENSES FOR NON-STAFF**

(Adopted at DCM on March 16, 2026)

### **Accommodations**

The fixed amount for a staff member staying at a non-commercial establishment is set at \$25.00 per night.

Commercial accommodations must be pre-approved by the Chair of the Council of Commissioners.

### **Meals** (Including taxes and gratuities)

- Breakfast: \$15.00
- Lunch: \$23.00
- Supper: \$35.00

The total daily limit is \$73.00 and is applicable when someone is away for three (3) consecutive meal periods.

### **Incidentals**

The maximum amount per day authorized for incidental expenses is set at \$10.00.

### **Rate per KM**

The rate of \$0.64 per km is the same as the one set by Treasury Board and will be updated yearly, if necessary, as of July 1<sup>st</sup>. An additional allowance of \$0.10 per kilometer, per vehicle, is allocated to an employee or commissioner travelling with one or more colleague(s).

### **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 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.

### **Expense Account Claim**

Non-Staff who wish to be reimbursed must fill out the *Expense Account Claim* form MONTHLY and get it approved by their Chair.



## **Expense Account Master Card**

Non-Staff who use the Riverside School Board Master Card must fill out the *Expense Account Master Card* form MONTHLY and get it approved by the Chair. The original receipt(s) must be provided for each expense. Should an expense not be approved by the Superior, the employee will have to reimburse the School Board by cheque or cash with the Form.

For both Expense Account Claims as well as RSB Master Card Claims, the purpose must be clearly identified. If the meal expense is claimed for more than just the claimant, the names of all those for whom the claim is made must be indicated. The total cannot exceed the maximum amounts stated above for meals. A cheque or cash must accompany the completed form and receipts for any amount exceeding the approved rates.

Loyalty Program Points should not be earned when it is for RSB.

## **Council of Commissioners**

- Mileage to and from Regular and Special meetings will not be reimbursed but babysitting fees will be reimbursed at a rate not exceeding hourly minimum wage.
- Mileage for Consultations, Information Sessions, RSB Representation as per adopted Resolution.
- The cost of beverages and snacks/pastries will be reimbursed up to a maximum of \$10 per person per meeting.

## **Members of the Governing Board**

- Mileage will not be reimbursed to and from Regular and Special Meetings except for babysitting fees which will be reimbursed at a rate not exceeding hourly minimum wage.

## **Members of Parents' Committee**

- Mileage to and from Regular and Special Meetings of the Parents' Committee will be reimbursed as well as babysitting fees at a rate not exceeding hourly minimum wage.
- The cost of beverages and snacks/pastries will be reimbursed up to a maximum of \$10 per person per meeting.

## **Members of the Advisory Committee on Services for Handicapped Students and Students with Social Maladjustments or Learning Disabilities**

- Mileage will not be reimbursed to and from Regular and Special meetings except for babysitting fees which will be reimbursed at a rate not exceeding hourly minimum wage.

## **Members of the Student Advisory Committee**

- The cost of taxis between the school and the Administrative Centre will be reimbursed by the schools.
- During such meetings, held outside of meal hours, hot beverages (coffee, tea etc.) may be served.