

RIVERSIDE SCHOOL BOARD

Policy Name:	Policy on the Reimbursement of Expenses
Policy Number:	F165-20150317 replacing F160-20140916 replacing B402-20111115 FXXX-2024XXXX
Date Received at Executive:	May 7, 2024
Date Received at Council:	May 7, 2024
Consultation Period:	2015-01-21 to 2015-02-12 May 8, 2024 – June 21, 2024
Date Approved by Council:	2015-03-17 2024XXXX
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, 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 ~~his/her~~ **their** 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 savings wherever public funds administered by the School Board are involved. The School Board thus encourages shared accommodations and carpooling whenever such measures are feasible.

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

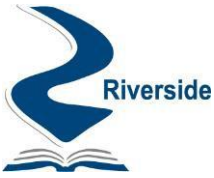
The School Board reimburses only approved expenses that are accompanied by the supporting documents.

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.

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 e 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 w 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~~ they normally undertakes travelling for work purposes. In some instances, staff members may have different workplaces 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~~ centres 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 workplace, or



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- ✓ 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.

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 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 ~~C~~ommissioners 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 ~~the~~ Vice Chair or in the absence of one of them, the Chair of the Audit (Finance and Material Resources) Committee.

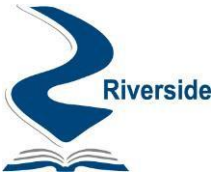
For all ~~e~~Other ~~m~~Members of ~~p~~Personnel:

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

Allowances

Use of ~~p~~Private ~~v~~Vehicles:

The School Board will reimburse the mileage travelled during the course of ~~a~~ staff members' ~~s~~ or a commissioner's duties as per ~~The same will apply to commissioners in~~



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~~accordance with the stipulations of AD-FR-003-G attached to this Policy.~~ the Directive Regarding Reimbursement of Expenses. The rate is ~~based on a rate that is reviewed and adopted periodically~~ the same as the one set by the Treasury Board and is updated yearly as of July 1st. ~~(refer to AD-FR-002-G attached to this Policy).~~ An additional allowance per kilometer, per vehicle, ~~which is~~ as determined at the Directorate Consultative Meeting “DCM”, is allocated to the employee or ~~the~~ commissioner travelling with one or more colleague(s).

Use of ~~r~~Rental ~~v~~Vehicles:

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

Parking ~~/~~and Toll ~~f~~Fees:

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

Public ~~t~~Transportation:

~~TRAIN, BUS OR AIR TRAVEL:~~

Train, Bus or Air Travel:

The School Board reimburses the actual cost of an economy class fare upon presentation of supporting documents.

~~TAXI-~~

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)~~

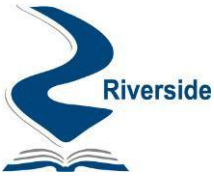
Urban Transportation (Metro, city bus, parking meter):

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.



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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 ~~family or friend's place~~ non-commercial establishment at the rate as per the Directive Regarding Reimbursement of Expenses. ~~(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 as per the Directive Regarding Reimbursement of Expenses. ~~(refer to AD-FR-002-G attached to this Policy).~~

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 ~~his or her~~ their 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~~ their superior or designated individuals for approval as per the authorization section above, ~~for approval.~~ The Financial Resources Department, following proper approval, ~~as specified herewith,~~ will verify and correct the claim 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 & and June 30.

Meals:

The School Board reimburses the actual cost of the meals ~~within limits reviewed and adopted periodically by the School Board.~~ as per the Directive Regarding Reimbursement of Expenses. ~~(refer to AD-FR-002-G attached to this).~~ 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~~ which are otherwise provided.

Purchasing Credit eCard:

The ~~purchasing 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.



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The purpose of the expense must be clearly stated on the form, as well as the names of the ~~people invited~~ 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 fFees:

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

Representation eExpenses:

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 eExpenses:

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.

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 ~~his~~ their personal vehicle after an accident or breakdown (towing, insurance deductible, repairs, etc.);
3. The insurance cost included in the compensation-related mileage.

Costs aApproved 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 shall be presented at the next Work Session of the Council of Commissioners after its adoption at "DCM".



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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~~ \$73.00 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 and is changed, if necessary, once a year on July 1. 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).

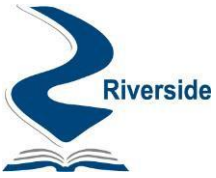
Advance

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) workdays 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 their 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 the claim if need be. The Human Resources department will reimburse all employees on the pre-



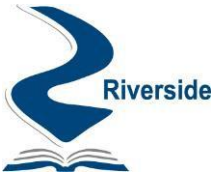
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~~determined payroll schedule. All claims must be submitted within the quarter during which they were incurred; namely by: September 30 — December 31 — March 31 & June 30.~~

~~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.~~



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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