



Directive on the Reimbursement of Expenses

(adopted at DCM on September 3, 2024)

Accommodations

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

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 \$0.62 per km is the same as the one set by Treasury Board and will be updated yearly, if necessary, as of July 1st. 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.

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-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.



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.



DIRECTIVE 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	
Work Sessions		X	
Information sessions	X		
Consultations	X		
Travel to Schools and Centres:			
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