



Adopted: 2005-11-01
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Policy BID

REIMBURSEMENT OF COMMISSIONER EXPENSES

The purpose of this policy is to establish conditions for Commissioners to receive fair compensation for expenses related to the performance of their duties or when representing the School Board.

1. Definitions

Residence	A Commissioner's "residence" is the Commissioner's place of domicile.
Stipend	A "stipend" is a fixed allowance for performing duties and representing the School Board.
Designated Location	A "designated location" is the fixed location for a committee, meeting, or event.

2. Guiding Principles

2.1. General Provisions:

- Commissioners who incur expenses in the performance of authorized duties and when representing the School Board, as identified in "Section 4", have the right to claim for expenses within the rates and limits set by the Canada Revenue Agency's (CRA) "Deduction Limits and Prescribed Rates", as they apply to the Province of Quebec, and are to be adjusted as required.
- These rates may vary in accordance with rates set by the Council of Commissioners in the context of specific budget constraints. However, alternative rates cannot exceed rates set by the Council of Commissioners.
- All expenses should withstand public scrutiny.

2.2. Travel

2.2.1. Personal Vehicle

Travel by personal vehicle will be reimbursed at the rate set by the Council of Commissioners, which may be amended as required. The established rate will take into account Federal and Provincial "taxable benefits" guidelines for the fiscal year in which the rate is in effect.

2.2.2. Vehicle Rental

The School Board will reimburse the cost of a vehicle rental when authorized prior to travel. When renting a vehicle it is important to request a government rate or take advantage of any other savings program available to the Commissioner. It is also important to ensure there is proper insurance coverage for all rentals. Gas for the rented vehicle will be reimbursed with the submission of receipts.

2.2.3. Other

All other travel arrangements (i.e., bus, train, air) must be approved in advance by the Council of Commissioners.

2.2.4. Taxi

The cost of taxis will be reimbursed, when appropriate, with the submission of receipts.

2.3. Meals

2.3.1. Receipts for Meals

When attending an event or travelling within the School Board's territory, receipts must be submitted for reimbursement. However, these should not exceed the rates set by the Council of Commissioners.

2.3.2. A Per Diem for Meals

When attending an event off the School Board's territory, a fixed rate for meals per day may be claimed without receipts, excluding when meals are provided at the event being attended. The fixed rate for all meals including gratuities and all applicable taxes is set by resolution of the Council of Commissioners and amended as required-

2.4. Accommodations

2.4.1. Hotel

The School Board will reimburse the cost of hotel accommodation for the dates authorized prior to travel. When reserving a hotel room for attending conferences or for other reasons, it is important to request a government rate or take advantage of any other savings program available to the Commissioner.

2.4.2. Private Home or Other

Individuals may choose to stay in a private home or make other arrangements when travelling. The fixed rate set by the Council of Commissioners per night will be reimbursed without receipts to allow the individual to thank the host or to compensate for other types of accommodations.

2.5. Other Expenses

2.5.1. Gratuities

Applicants may claim gratuities, other than for meals, within a reasonable amount.

2.5.2. Miscellaneous Expenses

All other expenses should be clearly indicated. A per diem for incidental expenses will be considered by Council annually for overnight stays.

3. General Guidelines:

3.1. While Commissioners receive a portion of their stipend to assist with the cost of representation, it is understood that this generally covers the cost of travel to and from:

- The Council of Commissioners' meetings.

3.2. Commissioners may claim expenses from their place of residence when they attend:

- an event where they have been asked to specifically represent the Council of Commissioners as an honoured guest or speaker,
- an event where they officially represent the Council of Commissioners or the School Board on a committee or other body;
- conferences, workshops, or professional development authorized by the Council; and
- events that can be justified as being in the interest of the School Board.

4. Procedures

4.1. Application for Reimbursement of Expenses

- All claims for reimbursement of authorized expenses are to be submitted using the Board's "Statement of Expenses" form, with the required receipts attached, and having the appropriate approval.
- Claims must be submitted within 90 days of the expense(s) being incurred. However, a separate claim may be made immediately for larger than usual out-of-pocket expenses (i.e.: extended trips, conferences, etc.).
- Expense claims must be authorized as follows:
 - Commissioners by the Chair or Vice-Chair of the Board;
 - Vice-Chair of the Board by the Chair of the Board;
 - Chair of the Board by the Vice-Chair of the Board.

4.2. Travel Advances

Commissioners may request a reasonable travel advance to attend meetings, workshops or conferences.

4.3. Reimbursement

Under normal circumstances, the School Board will reimburse travel expenses within fifteen (15) working days of Administrative Services Department receiving the approved Statement of Expenses and all required receipts.