



Adopted: 2006-01-10  
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## Policy DKC

### Reimbursement of Employee Expenses

This policy establishes the conditions for employees to receive fair compensation for expenses related to the performance of their duties or when representing the New Frontiers School Board.

#### 1. Definitions

Place of Work	The employee's "place of work" is their designated place of work on the School Board's territory.
Residence	An employee's "residence" is the employee's place of domicile.
Regular workday	The "regular workday" is composed of the normal working hours of any given employee.
Meetings and events outside of the regular workday	These are meetings and events that take place outside of the normal working hours of a given employee.

#### 2. Guiding Principles

- a) School Board employees who incur expenses for authorized School Board business have the right to claim expenses at the rates and within the limits set by resolution of the Council of Commissioners.
- b) It is understood that the School Board does not reimburse expenses incurred by employees in traveling to and from their designated place of work for their regular workday.
- c) In aligning this policy with the Local Administrators' Policy, the per-kilometre rate will be established based on 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.

##### 2.1. Alternative Rates

Alternative rates can be set by:

- a) unions' or professional associations' Professional Improvement Committees for expense related to the use of professional development funds controlled by each committee; or
  - b) the director or other school board committees 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.

#### 3. Travel

##### 3.1. 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.

##### 3.2. 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 employee. It is also important to ensure there is proper insurance coverage for all rentals. Gas and insurance for the rented vehicle will be reimbursed with the submission of receipts.

##### 3.3. Taxi

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

##### 3.4. Other

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

#### 4. Meals

##### 4.1. 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.

##### 4.2. 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 meals 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.

#### 5. Accommodations

##### 5.1. 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 employee.

##### 5.2. 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.

#### 6. Other Expenses

##### 6.1. Gratuities

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

##### 6.2. Miscellaneous Expenses

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

#### 7. General Guidelines:

##### 7.1. Expenses Incurred During the Regular Workday

Kilometres incurred from the designated place of work in the performance of their duties, will be reimbursed when an employee is required to use his private vehicle for activities related to School Board business. Meals will be reimbursed when a meal is part of the work plan for the day.

##### 7.2. Meetings and Events Outside of the Regular Workday at the Designated Place of Work

School Board employees who are required to attend official meetings or events at their designated place of work, before or after their regular workday, may claim:

- kilometres to and from their residence
- OR
- the cost of the intervening meal.

##### 7.3. Meetings and Events Outside of the Regular Workday at a Location Other Than the Designated Place of Work

School Board employees who are required to attend official meetings or events at a location other than their designated place of work outside of the regular workday:

- may claim the mileage to and from their residence to the meeting location;
- OR
- if they remain at their place of work in anticipation of the meeting, may claim a meal and the kilometres to and from their place of work.

##### 7.4. Special Events

Kilometres for attendance at the following special events are not reimbursed unless authorized by the Director General or the employee is required to attend at their supervisor's request and has specially designated duties to perform and when such events occur outside normal working hours:

- Extracurricular Activities Banquet
- Long-Term Service Banquet
- Golf Tournament
- Other events on a case-by-case basis.

## 8. Procedures

### 8.1. 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 60 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.).

### 8.2. Expense claims must be authorized as follows:

- Non-administrative employees by the Principal, Centre Director, or Director;
- Vice-Principals by their Principal;
- Coordinators and Managers by the Director of the Service;
- Directors, Principals, and Centre Directors by the Director General or the Assistant Director General;
- Assistant Director General by the Director General or the Chair; and
- Director General by the Chair or Vice-Chair of the Board.

## 9. Travel Advances

School Board employees may request a reasonable travel advance to attend meetings, workshops or conferences.

## 10. 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.