

TRAVEL AND LIVING EXPENSES REIMBURSEMENT POLICY

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PREAMBLE: The Central Québec School Board (CQSB) recognizes that its employees, commissioners, and partners must collaborate, which implies attending meetings. Remote meetings should always be considered and whenever possible, prioritized. In-person meetings may take place if it is deemed that in-person participation can offer added-value to the CQSB.

1. BASIS OF THE POLICY

The present policy considers the provisions of the Education Act (Section 175), the collective agreements and the annual budgets of the Central Québec School Board (CQSB).

2. OBJECT OF THE POLICY

- 2.1 To provide an equitable framework for managing the public funds at the disposal of the School Board; and
- 2.2 To reimburse equitably the commissioners, employees and external resources for travel and living expenses incurred during the course of their functions on behalf of CQSB.

3. DEFINITIONS

For the purposes of the present policy, the following terms are defined as follows:

Employee:	Employee of CQSB paid through its payroll .
Commissioner:	Member of the Central Québec School Board's Council of Commissioners.
External resource:	Person working on a contractual basis with the School Board in a permanent or temporary capacity.
Trip:	Authorized travel carried out by an employee ,

Principal residence:	The house, apartment, condominium etc. where a commissioner, employee, or external resource lives most of the time in a year.
Principal place of Employment:	The location where a commissioner, employee or external resource works most of the time in a year.
Lowest fare possible:	Passenger train fares and airfares that are the lowest at the time of booking and that are refundable and/or transferable in total or in part in the event the trip is not made.

4. SCOPE OF THE POLICY

This policy applies only when the designated commissioners, employees or external resources are

5.1.d The use of the most economical means of transportation (public transportation, taxi, car-pooling or rental)

- 5.2.e Exceptionally, costs for meals can reasonably be claimed by an employee or external resource when a person is required to be present at a meal relating to his/her work. If this is the case, the full cost of the meal will be reimbursed on presentation of the supporting documents, which must specify the reason to participate and the names of the participants. It is recommended, when these situations are foreseeable, to obtain the prior approval of the director or principal to which they report.

5.3 Representation expenses

- 5.3.a Notwithstanding the provisions of Section 5.2, the Commissioners, the general administration, the directors of services and the school or centre principals, duly authorized, may incur Representation expenses. These expenses must be charged directly to the specific budgets of the administrative centre, school or centre having incurred the expensxp [(d)2.3 (i)-2.5(o)-1.5 (r)]TJ33.1091()Tj [(ap)3.2 (p)3.2 (r)3.7 (o)2.5

5.5 Other expenses

- 5.5.a Incidental expenses such as fees for parking meters, cloakrooms, coffee for guests, tips other than for meals, porter and bellboy services will be reimbursed without a receipt up to the maximum daily amount specified in Item 4 of Appendix 1;
- 5.5.b The cost of business-related phone calls will be reimbursed in full;
- 5.5.c The cost of fees related to the use of internet for business-related reasons will be reimbursed in full, upon justification of the business-related reasons;
- 5.5.d The cost of personal long-distance phone calls, within reason, will be reimbursed; and
- 5.5.e Fees for the rental of movies or video games, minibar and other similar personal expenses will not be reimbursed.

5.6 Out of country travel

- 5.6.a For trips outside of Canada, the trip and the means of transportation to be favoured must have the prior approval of the Chairman or in his absence the Vice-Chairman, for a commissioner and the Director General, and of the director or principal to which an employee or external resource reports, in the case of an employee or external resource;
- 5.6.b Expenses incurred by commissioners, employees and external resources in the course of their functions during a trip outside of Canada are reimbursed according to the daily exchange rates established by the Bank of Canada;
- 5.6.c In general, the maximum refundable amounts for expenses incurred in the course of a commissioner's, employee's or external resource's functions as specified in Item 2 of Appendix 1 of the present policy are expressed in Canadian dollars and apply to

REIMBURSEMENT OF TRAVEL AND LIVING EXPENSES” form which, once approved, is submitted to the Financial Services Department along with the necessary supporting documents;

- 7.1.d Commissioners and employees using a CQSB Business Card (“Carte Affaires”) to pay for expenses incurred in the course of their functions must fill out the “CLAIM FOR REIMBURSEMENT OF TRAVEL AND LIVING EXPENSES” form even though CQSB Business Card monthly statements are paid for directly by CQSB. The form, once approved, is submitted to the Financial Services Department along with the necessary supporting documents;
- 7.1.e Applicants must submit a claim within 30 days after expenses have been incurred;
- 7.1.f Claims for reimbursement of expenses incurred in the course of their functions must be complete, accurate and correspond to the actual expenses incurred. The date, the points and the time of departure and arrival must be clearly indicated and the distance in kilometres will be reimbursed according to the predetermined kilometre rates;
- 7.1.g Registration fees for a convention or symposium will be reimbursed on presentation of supporting documents. A copy of the schedule or registration form must be included with the reimbursement claim;
- 7.1.h A school Visa purchasing card must not be used for travel expenses;
- 7.1.i Reimbursement will be made only to the individual who incurred the expenses. Schools or centres will, on no account, be reimbursed for travel expenses;
- 7.1.j All applicable rates in Appendix 1 shall be based on the [Secrétariat du Conseil du trésor's \(SCT\) Directive sur les frais remboursables lors d'un déplacement et autres frais inhérents](#) and will be revised yearly on April 1st. The director of Finance shall update Appendix 1 accordingly and inform the Council of Commissioners prior to its application on the following 1st of July.

4. Other expenses: