

**EASTERN TOWNSHIPS  
SCHOOL BOARD**

Title:

**REIMBURSEMENT POLICY**

Source:

Adopted:

Reference Number:

**Education Act  
Council of Commissioners  
Director – Financial Resources**

**Effective as of  
July 7, 2015**

**P010**

## **PREAMBLE**

The Eastern Townships School Board acknowledges that any person expected to incur expenses during the course of his/her functions may be reimbursed for the amounts actually incurred, up to a reasonable maximum set by the School Board.

The purpose of this policy is to provide for the responsible use of public funds in reimbursement of real expenses incurred on behalf of the School Board. The guiding principle should be moderation in the choosing among options for travel, accommodation, meals and other expenses.

## **AREA OF APPLICATION**

Members of the Council of Commissioners, employees of the Eastern Townships School Board (ETSB), and other members of School Board committees.

## **DEFINITIONS**

**Designated place(s) of work** – the facility at which the employee normally works. In the case of an employee who typically works at multiple locations (usually at more than one location each day), the employer shall designate one or more designated places of work for that employee.

**Representation expenses** – expenses incurred in interacting with individuals external to the ETSB (such as representatives from education, business, community) to establish relations beneficial to the School Board.

**Supervisor** – for all employees attached to a school or centre, it is the administrator of that school or centre. For all others, except as specifically provided in the *Reimbursement Policy*, the designated administrator is the manager or director of the service.

## **PRINCIPLES AND ORIENTATIONS**

Employees are required to furnish their own transportation to their designated place(s) of work, without reimbursement.

The immediate supervisor must authorize, in advance, all travel away from an employee's designated place(s) of work.

Eligible expenditures must be justified by adequate supporting documentation.

## **TYPES OF ACTIVITIES ELIGIBLE FOR REIMBURSEMENT**

### **TRAVEL**

All travel outside the province must be approved in advance by the Director General or the Assistant Director General.

The maximum rate of reimbursement per kilometer shall be set annually by the Director of Financial Resources, coming into effect July 1<sup>st</sup>. A separate rate shall also be established for carpooling. Either of these rates may be modified during the year if circumstances warrant.

For travel between schools, centres and the Board Office, the kilometers on the School Board's latest version of the distance chart will apply.

Other travel is determined through a search engine chosen by the School Board. The quickest distance is accepted unless detours are necessary due to roadwork.

Except for commissioners, members of the Parents' Committee and of the Special Education Advisory Committee, all other travel on/or outside School Board territory, will be the distances recognized as those actually traveled:

- If the starting point is the regular work place, the distance recognized is the distance from the regular place of work to the destination.
- If the starting point is the residence, the distance recognized is the distance exceeding the distance usually travelled between the residence and the normal place of work.

For travel by commissioners, the departure point is the commissioner's place of residence. This rule applies as much for expenses paid for travel to and from the Council of Commissioner meetings, Executive meetings and other committee meetings as it does for travel expenses related to all other activities. The same rule applies for travel by members of the Parents' Committee and Special Education Advisory Committee.

Carpooling is encouraged. In the spirit of school board collaboration, carpooling with an employee from another school board is also recognized.

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

Other travel arrangements (bus, train, and airplane) will be reimbursed upon presentation of receipts.

Parking costs will be reimbursed upon presentation of receipts. Parking meters and public transportation expenses will be reimbursed without receipts.

Fines for offences against the Highway Code or parking infractions will not be reimbursed.

## **MEALS**

Eligible meals are reimbursed upon presentation of original receipts, up to the amounts provided for in the *Reimbursement Procedure*.

Alcoholic beverages will not be reimbursed.

While in their place of work, employees may be reimbursed for meals when exceptional circumstances prevent them from enjoying their normal meal schedule, supported by an original receipt. The reimbursement shall normally be limited to the maximums identified in the *Reimbursement Procedure*.

## **ACCOMMODATIONS**

Accommodation expenses must be reasonable and represent costs actually incurred. Personal expenses are not subject to reimbursement.

The commissioner, the employee or the individual concerned must attempt to obtain the best rate available.

Anyone making alternative personal arrangements for lodging may claim up to the maximum identified in the *Reimbursement Procedure*.

## **PROFESSIONAL DEVELOPMENT ACTIVITIES**

Professional development expenses may include without limitation course/convention costs, travel, accommodation and meals. Reimbursements authorized by P.I.C. committees may be lower (not higher) than amounts identified in the *Reimbursement Procedure*.

## **REPRESENTATION EXPENSES AND INTERNAL EVENTS**

Only the following persons or their designate, may, in the course of their functions, incur reasonable expenses for representation purposes and representation at school board functions and events: the Chairperson, the Director General, the Assistant Director General and the directors of services/schools/centres.

## **RESPONSIBILITY**

The Chairperson of the Board is responsible for the conformity of the expense reports for the Director General.

The Chairperson of the Audit Advisory Committee is responsible for the conformity of the expense reports for the Chairperson of the Board.

The Chairperson of the Audit Committee is responsible for the conformity of the expense reports for commissioners.

The Director General is responsible for the conformity of the expense reports of the Assistant Director General and for all directors of services/schools/centres.

Each member of the management personnel is responsible for the conformity of expense reports for all of the employees he/she supervises.

All employees have the responsibility to file expense claims in conformity with this Policy and its Procedure.

The Audit Advisory Committee may review any claim for reimbursement.