



INTEROFFICE MEMO

SERVICES FINANCIERS / FINANCIAL SERVICES

DATE: July 1st 2023
À/TO: Employees of the School Board and Council of Commissioners
C.C.: Daniel Zigby, Chairperson of the Parents' Committee and
Eliza McKnight, Chairperson of the SEAC Committee
DE/FROM: Sophie Leduc, Director of Financial Services
OBJET/RE: Expense Reimbursements and Mileage Rate for 2023-2024

The *Reimbursement Policy* (Ref: # PO10) requires that the School Board establish, on July 1st of each school year, the maximum rates of reimbursement per kilometre travelled. A separate rate shall also be established for carpooling. Either of these rates may be modified during the year if circumstances warrant.

We would like to inform you that as of July 1st, the rate of reimbursement will be increased to \$0.60/km if driving alone, and \$0.65/km if carpooling with other employees/commissioners. Please note that in addition to fuel, the rates of reimbursement take into account maintenance, insurance, license, registration as well as wear and tear costs.

Please make special note of the following excerpts from the Eastern Townships School Board's *Reimbursement Policy*:

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

- If the starting point is the regular place of work, 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 regular place of work.*

** For travel by commissioners, the departure point is the commissioner's place of residence.*

** The same rule applies for travel by members of the Parents' Committee and Special Education Advisory Committee.*

An adjustment to the meal reimbursement maximum (taxes and gratuities included) will also come into effect.

Breakfast	\$15
Lunch	\$25
Dinner	\$35

Alcoholic beverages will not be reimbursed.

Reimbursements will continue to be made on the payroll system and follow the payroll calendar. The reimbursement forms are available on the intranet website under the link “Expense Report System”. The deadline for processing claims for each pay cycle is the Wednesday prior to the pay week.

If you have any questions or comments regarding the policy, please feel free to contact Richard Benoit at (819) 868-3100, ext. 55053 or benoitr@etsb.qc.ca.

Thank you for your usual collaboration,

The Financial Services Department