

Lester B. Pearson
School Board

Commission scolaire
Lester-B.-Pearson

MANUAL OF POLICIES, PROCEDURES AND BY-LAWS

COMMISSIONERS' LOCAL TRAVEL, CONFERENCE, AND OTHER EXPENSES

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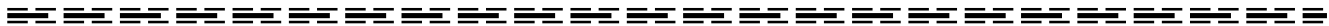
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COMMISSIONERS' LOCAL TRAVEL, CONFERENCE, AND OTHER EXPENSES

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COMMISSIONERS' LOCAL TRAVEL, CONFERENCE, AND OTHER EXPENSES

1. General

Each year, the Council of Commissioners (hereinafter "Council") shall designate appropriate amounts in the Operating Budget of the Lester B. Pearson School Board (hereinafter "LBPSB") for Local Travel and for Commissioners' Conference Expenses. All expenses referenced in this policy shall be charged to those budget lines unless Council determines otherwise based on a recommendation from the Executive Committee.

The intent of this policy is to ensure that the expenditure of public funds by Commissioners on behalf of the LBPSB is in clear compliance with the Education Act, Section 175, and "Allowance for Expenses".

The policy is further intended:

- To guide individual Commissioners;
- To assist the Executive Committee whose responsibility it is to approve such expenditures;
- To facilitate the task of administrators submitting Commissioners' expenses to the Executive Committee;
- To ensure that all such expenses are recorded in sufficient detail for future scrutiny by internal or external auditors.

Commissioners' expenses must at all times be reasonable and clearly in the interest of the LBPSB.

2. Tax Responsibility

Where the tax laws apply, Federal and Quebec income tax implications arising from any and all reimbursements are the full responsibility of the Commissioner making the claim.

3. **Per KM Local Travel Rate**

The per Km local travel rate for Commissioners of the LBPSB shall be set by Council on recommendation of the Executive Committee, at least once per year. A commissioner may claim for the reimbursement of half of the cost of a monthly bus pass in lieu of auto expenses.

Mileage should be counted from home except when one leaves from, and returns to another location in order to attend a meeting.

The Council of Commissioners may also approve an additional amount, in addition to the regular per kilometre travel reimbursement, to encourage car pooling.

4. **Travel Expenses for Meetings**

The following meetings are deemed to be meetings for which members of Council attending are eligible for reimbursement of travel expenses:

- All Council meetings (regular, adjourned, special, etc.) and caucuses.
- All Standing Committee and Advisory Committee meetings and caucuses and meetings of their sub-committees, whether or not the Commissioner is a member of the committee.
- Ad Hoc Committee meetings.

Commissioners are not eligible for reimbursement of travel expenses for their attendance at Parents' Committee, Governing Board, Home and School and any other school meetings and functions at schools within their designated jurisdiction where jurisdiction is defined as the individual schools for which a commissioner is responsible. Notwithstanding this restriction a commissioner who incurs more than 50 km of driving distance to school functions may claim for the amount greater than 50 km per month.

5. **Other Expenses**

Members will also be reimbursed for long distance telephone charges and other incidental expenses incurred in the carrying out of their responsibilities, subject to the approval of each claim by the Executive Committee.

6. **Special Meeting or Function**

Where a Commissioner is designated by Council or the Chairman of the Board to attend a local external meeting or function on behalf of the LBPSB, travel and other reasonable costs (registration, meals, parking, etc.) will be reimbursed, subject to the approval of each claim by the Executive Committee.

Where a Commissioner attends such a meeting or function without the prior authorization described above, expenses may still be submitted to the Executive Committee, which will approve them if the meeting or function was clearly in the interest of the LBPSB.

7. **Meals for Working Meetings of Commissioners**

Where Commissioners attend one or more LBPSB meetings, or meetings in their official capacity as LBPSB representatives, or a combination thereof which precludes a normal meal, they are eligible for reimbursement of the cost of a reasonable meal.

In order to minimize such expenses, wherever possible these meals should be arranged in advance by the Administrative Liaison to the Committee, in conjunction with the Chairman, and should be provided on location.

The cost of working meals held in commercial establishments will also be reimbursed if approved by the Executive Committee.

8. **Conference Expenses**

Attendance at educational conferences is recognized as the main form of Professional Development available to most Commissioners and is encouraged. Given budgetary restrictions, attendance of a larger number of Commissioners at a lower-cost event close to home will be favoured over fewer Commissioners attending a higher-cost event at a remote destination.

Attendance must be authorized, in advance by Executive Committee and Council resolutions as follows:

The Executive Committee approves the number of Commissioners to attend a conference and establishes a recommended budget; Council then assigns the Commissioner(s) who will attend.

Conference costs are reimbursed to Commissioners after the submission of the appropriate expense form and receipts to the office of the Director of Finance, along with a written report to Council about the conference.

The added expense of anyone accompanying a Commissioner on a trip other than another Commissioner authorized by Council is not recoverable.

The following Conference expenses are normally reimbursed:

8A Registration

- Commissioners are encouraged to register as early as possible for conferences to realize any discounts which may be available.

8B Travel Expenses

- Commissioners have their choice of means of transportation to be used, bearing in mind that saving money and time are important factors. Automobile transportation is generally the most practical for trips up to 200 km and commercial airlines for long trips. Note that for a day trip to Quebec City or Ottawa, car rental generally is less expensive than use of an individual's car. At its discretion, Council may set a flat fee for travel expenses for a particular event.

When, for personal reasons, Commissioners choose to use a means of transportation which is significantly more expensive than the most economical (ex. Business Class flights instead of Economy), the extra costs involved will not be reimbursed.

9. Local Travel

- Commissioners are encouraged to utilize the most economical form of local transportation, usually taxis or car rentals, depending on the circumstances.

10. Accommodation and Meals

- Commissioners are entitled to be compensated for reasonable accommodation and meal expenses while traveling on LBPSB business. If a Commissioner chooses to dine and/or stay overnight with relatives or friends, in lieu of normal expenses the Commissioner can be reimbursed the reasonable expense of a gift or a meal.

11. Miscellaneous

- Fees for parking, baggage-checking, limited entertainment, business telephone and fax calls, etc. are acceptable as are the costs of a reasonable number of personal calls home. Laundry charges are acceptable on a trip which lasts more than five (5) days.

12. Reimbursement Procedure

Claims for reimbursement of all expenses described above must be submitted on the appropriate forms within three (3) months of the last day of the month, in which they are incurred, for review and approval by the Executive Committee. However, if total expenses for submission are under \$100, they may be submitted at an interval longer than the prescribed 3 months but in no case beyond June 30th of any given year. Completed expense forms are to be submitted to the office of the Director of Finance no later than the Wednesday prior to the Executive Committee meeting at which they are to be considered.

13. Advances

- Advances are not encouraged. However, in exceptional cases, an advance not to exceed 75% of the estimated conference costs not directly paid by the LBPSB may be approved by the Chairman of the Board.

14. Guidelines for Conferences, Conventions, Meetings, or Other Expenses

Attendance – must be related to the aims and obligations of the Lester B. Pearson School Board.

Budget – shall be determined on an annual basis for Commissioner's attendance at events outside the Board.

Applications – may be submitted to the Chairman of the Board, for consideration by Council, by Commissioners wishing to attend an event. The application must include the justification for participation. If more than a designated number are received, Council will choose the attendees.

Written Report – of the event must be submitted, within 30 days of the event, to the Council of Commissioners.

Follow-up – suggestions emanating from attendance at events are the responsibility of the delegates, who are expected to initiate appropriate action for follow-up by the Council of Commissioners.

Location – of events will be according to the following guidelines:

Quebec: the number of delegates may vary in accordance with the available budget.

Outside Quebec: depending on the available budget, a maximum of two (2) delegates, in addition to the Chairman, may participate. If the Chairman is not attending, the Council of Commissioners may designate a third Commissioner. Should a Commissioner attend an event or conference at the expense of another entity (i.e. QESBA or CBSA) then that participation shall not be counted under this policy. A Commissioner who has attended one activity outside the province may request a second assignment, but Council will encourage other Commissioners to take advantage of the opportunity to attend activities outside the province.