



## REGISTER OF OFFICIAL DOCUMENTS

### 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.

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, per Section 175, entitled "Expense allowances".

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, with supporting source documents where necessary for future scrutiny by internal or external auditors.

Commissioners' expenses must at all times be reasonable and clearly in the interest of the LBPSB. The provisions contained in this policy shall be applied as stated unless an exception is approved by the Executive Committee or Council. This policy covers and shall include commissioners' expenses for local travel, conferences, professional development, meetings, school board events and other functions in the carrying out of his/her duties and responsibilities, with prior attendance approval provided by the Executive Committee where applicable .

In the interest of full public disclosure and transparency, and in keeping with the responsibility of elected officials to be accountable, individual commissioners' expenses will be made public.



## **Meetings, School Board Events and Other Functions Applicable to Expense**

The following meetings, school board events and other functions are those for which members of Council are eligible for reimbursement of travel expenses:

- All Council meetings (regular, adjourned, special, workshops, etc.) and caucuses;
- All Council Standing Committee and School Board Advisory Committee meetings and caucuses and meetings of their sub-committees;
- Ad Hoc Council Committee meetings;
- Parent Committee meetings;
- Any meeting, function or event at any school or LBPSB establishment which they have been personally invited to or specifically mandated by Council or the Chair of the Board and will be present in fulfillment of his/her responsibilities as an elected official.

A Commissioner may attend other functions or events in his/her electoral ward and the greater territory of LBPSB in the fulfillment of his/her responsibilities as an elected official. The travel expenses incurred for these activities may be eligible for reimbursement.

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.

### **2. Tax Responsibility**

Any and all Federal and Quebec Income tax implications arising from reimbursement of expenses are the full responsibility of the Commissioner claiming them.

### **3. Per KM Travel Rate**

The per KM travel rate for Commissioners of the LBPSB shall be set at least once per year by Council on recommendation of the Executive Committee and follow the guidelines issued by the Ministry of Finance.



A Commissioner may claim for the reimbursement of three-quarters of the cost of a monthly public transit pass in lieu of auto expenses.

Commissioners will use the most direct, safe and practical road routes. Where alternate modes of public transportation are more economical and practical, they should be used.

Kilometrage will be determined as follows:

- a. When leaving and returning to home, kilometrage from home.
- b. When leaving from or returning to another location, the lesser of:  
    Actual kilometrage  
    Kilometrage from home.

A Commissioner will be reimbursed the cost of gasoline for the use of a rental vehicle, based on receipts.

To encourage carpooling, an additional amount of \$10.00 can be added by the owner of a car, whenever his or her car is used to carpool other commissioners, whose names must be listed in the expense report.

Notwithstanding the foregoing and subject to Section 4B, Council or the Executive Committee can adopt a flat fee structure for a designated event or destination.

#### **4. Travel**

The means and mode of travel undertaken by a Commissioner will take into consideration the circumstances, time constraints, costs, weather conditions and items to be carried. Where possible, the use of carpooling and public transportation is advised. Walking short distances should be considered whenever feasible or practical. Where a car rental is used, environmentally friendly choices are encouraged as well as the rental of intermediate size vehicles or lower.

Consideration is given to special circumstances whereby physical disabilities may require alternate travel arrangements and as such the costs would be reimbursed, where they are reasonable and necessary.

#### **4A. Local Travel**

Commissioners are encouraged to utilize the most economical and practical form of local transportation, normally their private vehicle, taxi, car rental or public transit depending on the circumstances.



#### **4B. Long Distance Travel**

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 and economical for trips up to 200 km and commercial airlines for longer trips. Council or the Executive Committee shall set a flat fee for travel expenses for a particular event where appropriate and, more particularly, where the use of the kilometrage rate would be impractical and less economical.

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 supplemental costs involved will not be reimbursed.

#### **5. Overnight Accommodations**

Reimbursement for overnight accommodation including within the metropolitan area of Montreal for activities that include multiple day conferences, meetings or training courses shall require approval from the Council of Commissioners or the Executive Committee.

The standard for accommodation is a room comfortably equipped, in a safe environment and conveniently located at the travel location to minimize dependency on transportation costs.

Where a Commissioner is obliged to incur accommodation costs that are higher than the established group rates, in situations outside the Commissioner's control, the Commissioner shall be reimbursed the actual expenses incurred for accommodations, based on receipts.

If a Commissioner chooses to dine and/or stay overnight with relatives or friends, in lieu of normal expenses the Commissioner may be reimbursed the cost of a gift, meal or other expense not to exceed \$50.00 and a receipt shall be submitted with their expense form.

A variety of options for accommodation are available for travel. Generally these include hotels, motels, corporate residences, apartments, private non-commercial accommodation, government and institutional accommodation.

When travel plans change and the accommodation will no longer be required, the Commissioner shall ensure that reservations are cancelled within the shortest possible delay. Any deposit, penalty or other amount paid by the LBPSB whereby a cancellation was not received may be required to be reimbursed by the Commissioner.



## 6. Meal Allowance

Commissioners, who are mandated by Council as a committee member to attend one or more LBPSB meetings, or meetings in their official capacity as LBPSB representatives, or a combination thereof, and where a meal is not provided or for reasons beyond their reasonable control, they could not be present for the provided meal<sup>1</sup>, are eligible for reimbursement of the cost of a meal as per diem (Addendum A).

When attending a conference or workshop a combination of per diems (Addendum A) with receipts may be claimed up to the maximum allowable amounts. Notwithstanding anything set out herein or in Addendum A the ranges set out are suggestions and no meal reimbursement will be refused as long as the total amount claimed for meals per day does not surpass the maximum daily allowance.

Actual meal expenses shall not include alcohol or the added expense of anyone accompanying a Commissioner on a trip other than another Commissioner authorized by Council

Meal and tip allowances may be set by Council or the Executive Committee, at least once per year.

## 7. Other Expenses

Commissioners will also be reimbursed for long distance telephone charges, internet, fax and other incidental expenses up to a maximum of \$25.00 per day, incurred in the carrying out of their responsibilities, while away from their home for a period of not less than 12 consecutive hours, subject to the approval of each claim by the Executive Committee or Council.

Vehicle insurance and other charges associated with the maintenance and operating of a privately owned vehicle are the responsibility of each Commissioner. The LBPSB assumes no financial responsibility for privately owned vehicles other than the kilometric or flat rate set by Council or the Executive Committee.

Fees for parking may be claimed. Parking costs that are incurred are reimbursable with the submission of receipts. In the case where a receipt is not available, as for example meter parking on the street, details as to date, location, length of time and amount paid should be detailed on the expense form submitted.

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<sup>1</sup> In such a situation, Commissioners will advise the designated Administrator as soon as possible to cancel a meal that was ordered for them.



Payment for the use of a taxi or ambulance to a medical treatment facility will be reimbursed where a Commissioner becomes injured while on duty or while in travel status to an event or function in Canada. Other medical expenses associated with an illness or injury, including medical insurance is not reimbursed. Commissioners are responsible for their own medical and travel insurance.

Laundry charges and baggage checking are acceptable on a trip which lasts more than five (5) days. For all charges where available, receipts must be submitted.

## **8. Receipts**

Receipts for travel expenses incurred must be attached to the expense report form submitted by each Commissioner.

Travel expenses not requiring receipts, unless otherwise specified in this policy, are private vehicle mileage claims, flat fee reimbursements of an event and meal allowances adopted by Council or the Executive Committee.

## **9. Reimbursement Procedure**

Claims for reimbursement of all aforementioned expenses described in the policy must be submitted on the appropriate form 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 \$100.00, they may be submitted at an interval no longer than 6 months but in no case beyond the date of the last Executive meeting of the fiscal school year end. Any expenses between the date of the last Executive meeting and the end of the fiscal year June 30 can be approved in advance or at the first scheduled Executive meeting of the following fiscal year.

Fully completed expense forms with necessary supporting documentation, including receipts and explanations as required, are to be submitted to the designated Administrator no later than the Wednesday prior to the Executive Committee meeting at which they are to be considered.

## **10. Advances**

Advances are not encouraged. However, in exceptional cases, an advance not to exceed 75% of the estimated costs for conferences, training or other professional development not directly paid by the LBPSB may be approved in accordance with the Delegation of Powers to the Director General (By-law #2) and the Delegation of Powers to the Executive Committee (By-law #6). In the case of which the advance is for the Chair of the Board, the Executive Committee must approve.





The Commissioner will be responsible for the safeguarding of the funds provided. A duly completed expense form will be submitted with receipts as soon as possible upon completion of the activity.

**11. Modifications**

None of the addenda are an integral part of the present policy. They are added for information purposes only and can be modified without consultation.



## ADDENDUM A

### MEAL ALLOWANCE RANGES

Breakfast

\$12.00-\$20.00

Lunch

\$15.00-\$25.00

Dinner

\$25.00-\$35.00

Total Meal Allowance Maximum \$80 per day

plus

Tip Allowance

15%-18%