

o 1999-FR-01:	Expense Reimbursement Policy for the Members of the Council of Commissioners and the Employees of the Sir Wilfrid Laurier School Board
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Approved:	Resolution n	990922-FR-0028
Revised:	Resolution n	051123-FR-0058
		CC-110427-FR-0077
		CC-140625-FR-0135
		CC-150422-CA-0160
		CC-220525-FR-0113
		CC-230621-FR-0130
Origin:	Secretary General	

NOTE: The masculine gender, when used in this document, refers to both women and men. No distinction is intended.

1.0 PURPOSE

- 1.1 To administer in all fairness and equity and in a fiscally responsible manner the public funds at the disposal of the school board.
- 1.2 To define the framework for the reimbursement of travel expenses and other related expenses incurred by the members of the school board.

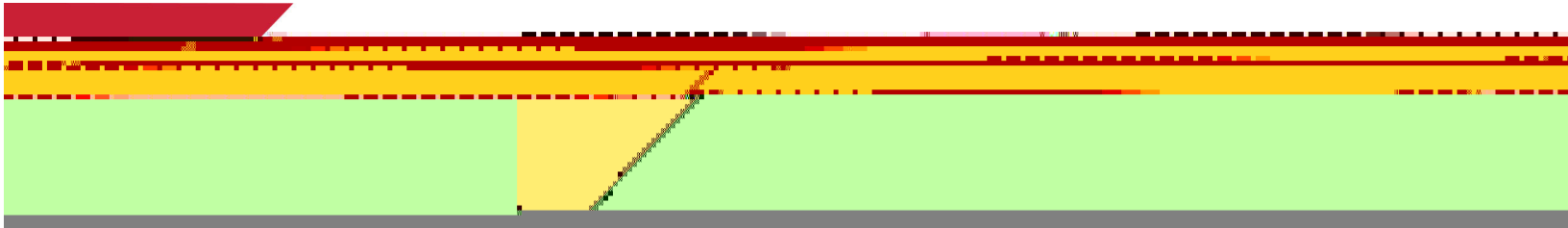
5.1.3 Employees travelling 1,000 kilometers (or more) are expected to rent a car at the best rate available.

Employees who rather use their personal vehicle than rent a car are entitled to compensation in the amount of \$0.145 per kilometer travelled.

5.1.4 For travel between schools, centers and the board office, the kilometre chart of distance as established by the Transportation Department will apply. (Annex 2)

5.1.5 For all other travel, the distances recognized are those actually travelled, based on the lesser of:

- x the distance between the destination and the regular work place, or
- x the distance between the destination and the residence of the commissiortat rTD -.0



6.0 TYPE OF EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

- ~~x Expenses for travel between the place of residence and the working place;~~
- ~~x Fines for offences against the Highway Code or parking infractions;~~
- x Personal expenses such as mini-bar and other services;
- x Towing charges;
- x Insurance deductible;
- x Theft;
- x Expenses incurred by the spouse;
- x Road hazards;
- x Alcoholic beverages NOTE: Any purchase of alcohol is at the employee's own expenses and should appear on the meal or hotel bill. If the meal or hotel bill shows the purchase of alcohol and this expense has not been removed, the expense claim will be returned to the employee for re-calculation prior to reimbursement;
- x Mileage from a meeting place and or hotel to a restaurant;
- x Alcohol for social activities as schools budget (ex.: back to school, Christmas party, Gifts...).

7.0 DEROGATION CLAUSE

In certain exceptional circumstances, exceedances and the additional costs upon presentation of supporting documents may be authorized by the superior immediate. In this case, the superior immediate have responsibility to initialise the form to each expenditure covered by the overtake.

8.0 REVISION

The rates in Annexe 1 are subject to an annual review. They can also be modified during the year if circumstances warrant.

9.0 EFFECTIVE DATE:

This policy shall be applicable effective 2015-04-22.

ANNEX I

Meals*:		
Breakfast		\$15.00
Lunch		\$20.00
Supper		\$33.00
Maximum	Per day (per diem)	\$68.00

* Includes taxes and gratuities



ANNEX 2

SIR WILFRID LAURIER SCHOOL BOARD
KILOMETRE CHART

Revised 2014-09-24 with
Google 2014 Laval
schools JES
Arundel
Arundel Science
CDC Laurier - Lachute
CDC Laurier



ANNEX 3

	Roundtrip distance				
	1 day	2 days	3 days	4 days	5 days
Rent-a-car	Over 600 km	Over 800 km	Over 1100 km	Over 1300 km	Over 1500 km
Volts	Up to 600 km	Up to 800 km	Up to 1100 km	Up to 1300 km	Up to 1500 km
Personal car	No minimum	Below 200 km	Below 300 km	Below 400 km	Below 500 km