

Lester B. Pearson  
School Board

Commission scolaire  
Lester-B.-Pearson

# **REGISTER OF POLICIES, PROCEDURES AND BY-LAWS**

## **COMMISSIONERS' LOCAL TRAVEL, CONFERENCE, AND OTHER EXPENSES**

**Code:**

**Policy 1.3**

**Date of Coming into Force:**

**January 2010**

**Number of Pages:**

**10**

**Origin:**

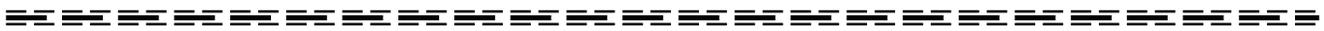
**Commissioners**

**Operator and Storage Site:**

**General Counsel**

**History:**

**Adopted by Resolution #00-12-18  
Modified by Resolution #01-11-15  
Modified by Resolution #04-02-11  
Modified by Resolution #06-09-07  
Modified by Resolution #07-12-05  
Modified by Resolution #2009-11-#06  
Modified by Resolution #2011-12-#08**



**COMMISSIONERS' LOCAL TRAVEL, CONFERENCE, AND OTHER EXPENSES**

**TABLE OF CONTENTS**

1.	<i>General</i> .....	3
2.	<i>Tax Responsibility</i> .....	3
3.	<i>Travel</i> .....	4
	3A <i>Distant Travel</i> .....	4
	3B <i>Local Travel</i> .....	5
4.	<i>Per KM Travel Rate</i> .....	5
5.	<i>Travel Expenses for Meetings, School Board Events and Other Functions</i> .....	6
6.	<i>Overnight Accommodation</i> .....	7
7.	<i>Other Expenses</i> .....	8
8.	<i>Meals</i> .....	8
9.	<i>Other Travel Related Activities</i> .....	9
10.	<i>Receipts</i> .....	9
11.	<i>Reimbursement Procedure</i> .....	9
12.	<i>Advances</i> .....	10
13.	<i>Modifications</i> .....	10
	<i>Addendum A</i> .....	<i>i</i>
	<i>Addendum B</i> .....	<i>ii</i>

## **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, 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. Attendance at the aforementioned will be determined by the Executive Committee.*

*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.*

## **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. 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 car pooling 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.*

### **3A. Distant 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. Note that for a day trip to Quebec City or Ottawa, car rental generally is less expensive than the use of an individual's car. Council or the Executive Committee 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 supplemental costs involved will not be reimbursed.*

### **3B. 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.*

#### **4. Per KM Travel Rate**

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

*A commissioner may claim for the reimbursement of half of the cost of a monthly bus 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.*

*Council or the Executive Committee may also approve a supplemental amount, in addition to the regular per kilometre travel reimbursement, to encourage car pooling.*

*Notwithstanding the above, Council or the Executive Committee can adopt a flat fee structure for a designated event or destination.*

---

## 5. ***Travel Expenses for Meetings, School Board Events and Other Functions***

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

- *All Council meetings (regular, adjourned, special, workshops, etc.) and caucuses.*
- *All Standing Committee and Advisory Committee meetings and caucuses and meetings of their sub-committees*
- *Ad Hoc Committee meetings.*
- *Parent Committee meetings.*

*Commissioners are not eligible for reimbursement of travel expenses for their attendance at any meeting, function or event at any school including but not limited to Parent Participation Organization, Governing Board, and Home and School unless specifically mandated by Council or the Chairman of the Board. For example: school/centre graduations, BBQ's, holiday celebrations, annual general assemblies.*

*Board-wide events are those functions and activities at which commissioners are invited and are eligible for reimbursement of travel expenses.*

*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.*

*A Commissioner's travel expenses to attend meetings, LBPSB events and other functions may be based on a yearly allowance set by Council or the Executive Committee at the beginning of each year.*

*Accordingly, a Commissioner may be reimbursed, subject to the provisions of this policy, up to their designated yearly allowance. By exception, the Executive Committee or Council approve requests for reimbursement which exceed the designated yearly amount.*

*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.*

## 6. Overnight Accommodations

*Reimbursement for overnight accommodation including within the metropolitan area of Montreal for activities that include live-in 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 duly travel location to minimize dependency on transportation costs.*

*Commissioners are entitled to be compensated for reasonable accommodation and meal expenses they have paid while traveling on LBPSB business. The meal limits allowances covering local travel would also apply to conferences, professional development and training. 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 and reasonable 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 reasonable 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.*

## **7. Other Expenses**

*Commissioners will also be reimbursed for long distance telephone charges, internet, fax and other incidental expenses up to a maximum of \$15.00 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 where 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.*

*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. 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. Meals**

*Commissioners, who are mandated by Council to attend one or more LBPSB meetings, or meetings in their official capacity as LBPSB representatives, or a combination thereof which precludes a normal meal, and where that meal is not provided, are eligible for reimbursement of the reasonable cost of a 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 or Council.*

*A commissioner may be reimbursed up to an applicable meal allowance for each breakfast, lunch and dinner paid. The meal allowances shall be set by Council or the Executive Committee, at least once per year. 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.*

## **9. Other Travel Related Activities**

*For other travel related activities not sponsored by LBPSB and not considered to be meetings, special events, conferences, professional development, training, or other functions associated with representation, the reimbursement of travel costs will be determined on a case by case basis by Council or the Executive Committee.*

## **10. 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.*

## **11. 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, they may be submitted at an interval longer than the prescribed 3 months but in no case beyond June 30<sup>th</sup> of any given year.*

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

## **12. 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 by the Chairman of the Board or the Executive Committee. In such cases, an expense form requesting authorization of an advance must be submitted. 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.*

## **13. Modifications**

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

**LESTER B. PEARSON SCHOOL BOARD COMMISSIONER TRAVEL EXPENSE**

**ACTIVITY & EXPENSES REPORT/RAPPORT DE DÉPENSES ET D'ACTIVITÉS**  
(A Separate Form for each month/Un Formulaire pour chaque mois)

**Name/Nom:** \_\_\_\_\_  
**Dept.:** **COMMISSIONER**

Year/Année **2009-2010**

**Month/Mois:** \_\_\_\_\_

yy/mm/dd Date	KM	HOTEL	Meals/ Repas	Other/ Autres	Description
-			\$ -	\$ -	
<b>Total Expenses/Dépenses</b>					<b>\$ -</b>
<b>Total Km. @</b>			<b>\$0.52</b>	<b>\$ -</b>	
<b>(Reg)</b>					<b>\$ -</b>
<b>Total this month/ce mois:</b>					<b>\$ -</b>
<b>PLEASE INDICATE GL CODE</b>					
<b>G/L Code</b>			<b>\$</b>		<b>Less/Moins:</b>
001-1-51100-303					<b>Advances/Avances:</b>
					<b>Payment-my behalf/</b>
					<b>Paiement-de ma part</b>
<b>TOTAL</b>					<b>\$ -</b>
<b>NET EXPENSES claimed</b>					
<b>DÉPENSES NETTES réclamées</b>					<b>\$ -</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Approved/Approuvé:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(This form is NOT to be used for purchases of goods or services subject to LBP purchasing procedures).

**Accounting Approval**

LESTER B. PEARSON SCHOOL BOARD COMMISSIONER TRAVEL EXPENSE

CONFERENCE EXPENSES REPORT/RAPPORT DE DÉPENSES POUR CONFERENCE

(A Separate Form for each month/Un Formulaire pour chaque mois)

**Name/Nom:**

**Dept.:** COMMISSIONER

Year/Année 2009-2010

**Month/Mois:**

yy/mm/dd Date	KM	HOTEL	Meals/ Repas	Other/ Autres	Description
	-		\$ -	\$ -	
<b>Total Expenses/Dépenses</b>					<b>\$ -</b>
<b>Total Km. @</b>			<b>\$0.52</b>	<b>\$ -</b>	
<b>(Reg)</b>					
<b>Total Kms</b>					<b>\$ -</b>
<b>Total this month/ce mois:</b>					<b>\$ -</b>
<b>PLEASE INDICATE GL CODE</b>					
<b>G/L Code</b>			<b>\$</b>	<b>Less/Moins:</b>	
001-1-51100-311				<b>Advances/Avances:</b>	
				<b>Payment-my behalf/</b>	
				<b>Paiement-de ma part</b>	<b>\$ -</b>
<b>TOTAL</b>					<b>NET EXPENSES claimed</b>
					<b>DÉPENSES NETTES réclamées</b>
					<b>\$ -</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Approved/Approuvé:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(This form is NOT to be used for purchases of goods or services subject to LBP purchasing procedures).

Accounting Approval