



REGISTER OF OFFICIAL DOCUMENTS

COMMISSIONERS' LOCAL TRAVEL, CONFERENCE, AND OTHER EXPENSES

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Note the addenda are for reference and administrative purposes. Addenda are subject to updates and modifications without consultation.

In this policy, gender-neutral or collective form has been used whenever possible in the context.

For questions, comments or complaints concerning the application of this policy, you may contact the Complaints Officer or go to the LBPSB website at

<https://www.lbpsb.qc.ca/council-of-commissioners/policies-and-by-laws/complaints-process>



1.0 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 related to Council's functions.

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 their duties and responsibilities, with prior attendance approval provided 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.



2.0 Eligibility of Events for Expense Submission

2.1 Approval of Attendance to Events Eligible for Expense Reimbursement

Attendance to any eligible event (with the exception of those listed in section 2.3) must be approved by the Executive Committee at one of their regular meetings prior to be able to charge any expenses for them.

Exceptionally, if there is no scheduled Executive Committee meeting between the awareness of the event and either the event's registration deadline or the event itself, the request to attend including the details of section 2.2 can be submitted for approval to the Council Chair, Council Vice-chair, and the Chair of Executive Committee (approval of 2 of 3 is required). The Executive committee will be informed of the conditions of said approval before its next meeting.

When a commissioner attends an event without the prior authorization described above, the expenses will not be reimbursed.

2.2 Requirements for Submission of a Request for Attendance

In order to be considered, requests for attendance must contain at minimum the following information:

- Name of the event
- Date and location of the event
- Organization sponsoring the event
- Approximate cost of the event
- Whether the event is virtual or in person
- Estimated costs for transportation and accommodations, where applicable
- Brief explanation as to the event's relation and relevance to Council functions

Any other relevant information should also be included in the request.

2.3 Eligible Events not Requiring Approval of Attendance from the Executive Committee

The following events are pre-approved for reimbursement of travel expenses provided that they meet the requirements set out in the present policy:

- All Council meetings (regular, adjourned, special, workshops, etc.) and caucuses.
- All Council Standing and Ad Hoc Committee meetings and School Board Advisory Committee meetings (including Parents Committee, Central Students Committee, Special Needs Advisory Committee, Transportation Advisory Committee) and caucuses and meetings of their sub-committees.



- Governing Board meetings in the Commissioner's ward (or out of their ward if they attend in replacement of the regular commissioner's request).
- Any meeting, function or event at any school or LBPSB establishment to which they have been personally invited in their role as Commissioner or were specifically mandated by Council or the Chair of the Board to attend in fulfillment of their responsibilities as an elected official.
- Any meeting, function or event outside of the Board's territory for which the commissioner was mandated by the Chair of Council or Council to attend to represent the LBPSB.

2.4 Eligible Events Requiring Approval of Attendance from the Executive Committee

- Functions or events in the Commissioner's ward or the greater territory of LBPSB in the fulfillment of their responsibilities as an elected official. The travel expenses incurred for these activities may be eligible for reimbursement.
- Professional Development, e.g., conferences and webinars/seminars, that are clearly linked to the functions of Council.
- Events outside of the Board that are linked to the functions of Council (the Executive Committee will determine which expenses will be covered, depending on the type of event).
- Galas directly related to the functions of Commissioner.

2.5 Events that are not Eligible for Expense Requests

- Professional Development, e.g., conferences, for subjects that are not directly related to the functions of Council.
- Charity or fundraising events.
- Galas not directly related to the functions of Commissioner.

3.0 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.



4.0 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.

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.

4.1 Local Travel

Commissioners are encouraged to utilize the most economical and practical form of local transportation, normally their private vehicle, ride sharing companies (such as Uber), taxi, car rental or public transit depending on the circumstances.

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

When their private vehicle is used, the per KM travel rate for Commissioners of the LBPSB shall be set by Council on recommendation of the Executive Committee and remain within the guidelines issued by the Ministry of Finance.

Commissioners will use the most direct, safe and practical road routes. Kilometrage for one's own vehicle 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.

Notwithstanding the foregoing and subject to Section 4.2, Council or the Executive Committee can adopt a flat fee for a designated event or destination.

4.2 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, bus and train transportation are generally the most practical and economical for trips up to 200 km and generally commercial airlines are for longer trips. Commissioners will book flights with a refundable (preferably) or transferable option.



Council or the Executive Committee may set a flat fee for automobile travel expenses for a particular event where appropriate and, more particularly, where the use of the kilometrage rate would be impractical and less economical.

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

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.

4.3 Car rentals

Where a car rental is used, environmentally friendly choices are encouraged as well as the rental of intermediate size vehicles or lower.

Car rental costs may be reimbursed when an event occurs in a remote location where access to services and/or transportation is limited; the most reasonable option has to be considered (rental, taxi, etc.).

In addition to the costs related to the rental of the car, the cost of gasoline for the use of the rental vehicle for travels related to the event will be reimbursed.

5.0 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 stay overnight with relatives or friends, in lieu of normal expenses the Commissioner may be reimbursed the cost of a gift not to exceed the equivalent of \$50.00 per day; 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.

6.0 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 meal¹, 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.

If a Commissioner chooses to dine with relatives or friends, in lieu of normal expenses the Commissioner may be reimbursed the cost of a gift for the host family not to exceed the equivalent of \$25 (per meal); a receipt shall be submitted with their expense form.

7.0 Other

7.1 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.

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



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.

Payment for the use of a taxi, ride sharing, 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.

Babysitting fees required for a Commissioner to attend a meeting are admissible if a receipt signed by the babysitter (not a member of immediate family) or an email with an electronic signature is provided; included on this receipt must be the number of hours worked, the hourly rate (not exceeding minimum hourly wage), the total amount paid, and the number of children supervised.

7.2 Other situations

In the case of a situation not specifically covered by the Policy or not specified in the authorization, the request may be submitted to the Council Chair, Council Vice-chair, and the Chair of Executive Committee (approval of 2 of 3 is required), who will evaluate the request, in which case they will forward the request for reimbursement to the Executive Committee for approval of the detailed claim.

8.0 Receipts

Receipts for any expense 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. These expenses must be sufficiently detailed in the expense claim.



9.0 Reimbursement Procedure

Claims for reimbursement of all aforementioned incurred expenses (i.e. the purchase for the product or service has been made) 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.

For the summer period, an advance of funds can be requested for any approved expense to be incurred between the date of the last Executive meeting of the school year and the first Executive meeting of the following school year (refer to the section on advances below). Otherwise, these expenses will be approved at the first scheduled Executive meeting of the following school 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.

10.0 Advances

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

The Commissioner will be responsible for the safeguarding of the funds provided. A duly completed expense form, showing the deduction of the advance from the total claim, must be submitted with receipts, as per the present policy.

11.0 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

SUGGESTED MEAL ALLOWANCE RANGES

Breakfast

\$12.00-\$20.00

Lunch

\$15.00-\$25.00

Dinner

\$30.00-\$40.00

Total Meal Allowance (for meals not included) Maximum \$85.00 per day

Plus tax and Tip Allowance (15%-18%)