 <div> COMMISSION SCOLAIRE Eastern Shores SCHOOL BOARD </div>	
PROCEDURE: REIMBURSEMENT OF TRAVEL AND ACCOMODATION EXPENSES	REFERENCE: FS-233 P.01
Origin: Financial Services Department Authority: Director of the Financial Services Department	

PURPOSE

The Eastern Shores School Board (ESSB) is committed to ensure that only properly documented, appropriate, and reasonable expenditures are reimbursed to eligible staff and Commissioners.

The following Procedure has been developed to determine the rules governing the reimbursement of travel and accommodation expenses incurred by employees and Commissioners in the performance of their duties, including local development committees.

RATIONALE

The purpose of this Procedure is to provide information and reimbursement parameters, as well as various guidelines and procedures related to expenses incurred by school board employees and Commissioners in the performance of their duties.

It takes into consideration organizational, financial, legal and organizational elements arising from the Education Act, rules, by-laws, regulations, as well as *Secrétariat du Conseil du Trésor (SCT)* and the *Ministère de l'Éducation du Québec's* (MEQ) funding parameters.

The Procedure provides an equitable and ethical framework for administering the public funds at the disposal of the school board; it encourages board employees and Commissioners to choose the most practical and/or the least expensive way of travelling; and it aims to reimburse employees and Commissioners equitably for travel expenses incurred during their functions on behalf of the Eastern Shores School Board.

ROLES AND RESPONSIBILITIES

This Procedure applies to all school board personnel and Commissioners. It is their responsibility to submit reimbursement claims which respect the administrative guidelines of the Policy and this Procedure.

It is also the responsibility of all parties authorized to approve the reimbursement of expenses to:

- ensure that applicable staff and elected Commissioners are aware of the school board's related Policy and Procedure statements and directives.
- scrutinize **reimbursement claims** submitted to them for their approval, and to ensure that such claims are in conformity with the school board Policy, Procedure statements and directives.

TRAVEL PRE-AUTHORIZATION AND REPORT

At least one week prior to each scheduled trip, the **Authorization to Travel form** (Appendix A) must be completed and approved for any travel that requires an overnight stay:

- **By the immediate supervisor and the Director**, for teachers, support personnel or professionals, who requested the travel.
- **By the Assistant Director General** for school and centre administrators.
- **By the Director General** for all travel requests by senior board management staff.
- **By the Chairman** for all travel requests by the Director General and Commissioners.

The agenda of the meeting or workshop must, if available, accompany all authorization requests.

Employees who must travel as part of their regular workday do not require written authorization if requested by the immediate supervisor.

In emergency situations, and at the request of their immediate supervisor, the **Authorization to Travel form** (Appendix A) does not need to be completed.

An advance on travel may be requested by using the **Travel Advance Form** (Appendix B).and respecting the accounts payable deadlines.

1. MODES OF TRANSPORTATION

1.1 Modes of Acceptable Transportation

When choosing a mode of transportation, the most practical and economical mode of transportation should be favored.

Air Travel: Air travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket.

Travel in business class must have prior approval by the Director General, in limited circumstances such as:

- on international flights; and
- on flights within Canada and the USA if related to the provision of reasonable accommodation (i.e., health reasons).

Rail Travel: Rail travel is permitted when it is the most practical and economical way to travel. Choose the lowest fare available when purchasing a ticket.

Travel in business class must have prior approval solely by the Director General or the Chairman, according to the pre-authorization guidelines mentioned above, in limited circumstances such as:

- the need to work with a team.
- choosing a travel time that allows you to reduce expenditures on meals or accommodation.
- accommodation requirements; and health and safety considerations.

Road Travel: When driving is the most practical, economical way to travel, the following choices are available:

- board vehicle.
- rental vehicle; or
- personal vehicle.

Choosing the Appropriate Vehicle: The use of any vehicle must be discussed in advance with your approver. Provide and document the rationale for using a particular type of vehicle. The most practical and economical option should be selected.

ESSB will refund travel expenses in accordance with section 8(a) of the [*Directive sur les frais remboursables lors d'un déplacement et autres frais inhérents from the Conseil du trésor*](#)¹ taking the following points into consideration:

- The point of departure is the scheduled place of employment or the place of residence in the case of a commissioner.
- Distances to and from the meeting destination should be calculated using [Google maps](#)² and a printout of the itinerary must be attached to the **Travel Authorization form** (Appendix A).
- Travelers shall use the most direct, safe and practical road routes and shall claim only for distances driven for school board travel.
- Parking, tolls and taxi fees will be reimbursed upon receipt of supporting vouchers.
- Local travel (within a radius of 10 km from the regular place of work) is generally considered to be part of the employee's job and **will not be reimbursed**.
- Alternate transportation services offered within the urban areas area should be encouraged as they offer flat rates, which can, at times, be less expensive than taxis.

2. REIMBURSEMENT GUIDELINES

2.1 Mileage

- 2.1.1 School board personnel and Commissioners must make every reasonable effort to carpool (sharing of rides) in order to reduce travel expenses related to the performance of their duties.
- 2.1.2 School board personnel or Commissioners who refuses to carpool without a valid reason will not be eligible for travel expenses refund unless prior authorization has been obtained by the Director of each department/service concerned.

¹ https://www.tresor.gouv.qc.ca/fileadmin/PDF/secretariat/Directive_frais_rembourables.pdf

² <https://www.google.ca/maps>

- 2.1.3 Travel expenses incurred by employees in the performance of their duties, in connection with their work schedule or for professional development will be reimbursed in accordance with the rates established in travel policy, provided that the employee has obtained authorization from one's immediate supervisor.
- 2.1.4 When determining the employee's work schedule, the supervisor **should give preference, whenever possible, to a schedule that reduces the number of kilometers driven during the day.**
- 2.1.5 Employees who use a personal vehicle in the performance of their duties must ensure that their automobile insurance policy provides appropriate coverage in accordance with their insurer's requirements.
- 2.1.6 The names of the individuals sharing a ride must be clearly indicated on the claim form.
- 2.1.7 The reason for the trip must be indicated on the mileage form if it is outside of the employee's normal work-related duties.
- 2.1.8 Travel between an employee's place of residence and work location during regular working hours is considered a personal expense (morning - noon - evening) and is not redeemable.
- 2.1.9 For the purposes of calculating the reimbursable allowance, the **admissible** distance for authorized travel within the territory of the school board is the **additional distance travelled daily** by the employee in the normal and regular performance of one's duties.
- Mileage is counted from the regular place of work to the destination, and back.
 - In this context, if more than one school or site is visited at one time, the total **round-trip** distance is to be counted.
 - If the visit is made on the way to the employee's regular place of work at the beginning of the day, or on the way back to the place of residence at the end of the day, or if the employee works exclusively at (a) site(s) other than one's regular place of work during a given day, then only the distance **in excess of the normal distance** traveled from **the regular workplace to/from place of residence is to be claimed.**

2.2 Accommodation Expenses – Hotel

2.2.1 Lodging expenses incurred are refundable with supporting documents considering the following constraint:

2.2.1.1 During a convention, symposium or any other activity for which accommodations are included in the registration fee, the **school board will not reimburse any expenses** linked to the fact that the participant did not take advantage of the inclusive accommodation.

2.2.2 Reimbursement upon presentation of receipts (mandatory).

2.2.3 The school board will not reimburse the cost of the night's sleep the day before the trip if the trip is less than 150 km from the place of residence, except for exceptional reasons.

2.2.4 The reimbursed rate will be limited to single occupancy.

2.2.5 The School Board shall pay the cost incurred at hotels, motels or Airbnb accommodations. Staff should endeavor to obtain government or other special rate for accommodation.

Rates should remain inferior to **175.00\$ plus applicable fees and taxes a night**. Exceptions to exceed this amount may be permitted with authorization from immediate supervisor given a particular circumstance such as block room rates at conventions or in cases when two people are sharing accommodations. ***Original invoices are required. Credit card or debit card receipts are not considered original invoices.***

The school board shall allocate an additional \$10.00 per night to each employee or Commissioner staying overnight at a hotel or motel to cover incidental costs incurred. **(Receipts are not required.)**

2.2.6 The school board shall not refund extras incurred at the hotel such as mini bar or movie rental expenses, etc.

2.2.7 For private accommodations, the school board shall pay \$50.00 per night. **(Receipts are not required.)**

2.3 Meal Expenses

2.3.1 Meal expenses are reimbursed at the current per diem rate. The per diem includes taxes and gratuities.

MEALS	PER DIEM ALLOCATION
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
TOTAL:	\$70.00

- 2.3.2 Meal expenses are not reimbursed to employees who are in the normal and regular performance of their duties on the territory, except where paragraphs 2.3.3 and 2.3.4 apply.
- 2.3.3 For departures before 6:00 a.m., breakfast will be reimbursed.
- 2.3.4 For returns after 6:00 p.m., supper will be reimbursed.
- 2.3.5 Certain meal expenses incurred within the territory of the school board may be reimbursed when the employee's presence is required as part of one's duties for the purposes of meetings, professional development or seminars/conventions, and only when such travel takes place over a full day. These expenses must be authorized by the immediate supervisor.
- 2.3.6 The rate for meal expenses is set out in the current Procedure as it relates to the Policy for Reimbursement of Travel Expenses, under section 2.3.1.
- 2.3.7 **No alcohol expenses will be accepted** unless they fall within the definition of entertainment expenses and have received prior authorisation by the Director General or of the Chairman, in accordance with the pre-authorization guidelines mentioned above.
- 2.3.8 **No claim for meal expenses is admissible when meal expenses are included in the registration fee.**

3. TERMS OF REIMBURSEMENT

- 3.1 The ***Travel Expenses form*** (Appendix C) and supporting documents required for the claim, must be submitted to the Finance Department no later than thirty (30) days after returning from each trip.
- 3.2 Travel expenses must be approved by the immediate supervisor who authorized the travel, prior to the payment being issued.
- 3.3 Travel paid by another organization should not be claimed a second time through the school board.
- 3.4 Anyone found in contravention of this Policy and its Procedures will be sanctioned accordingly.
- 3.5 **Credit card or debit card receipts are not considered original invoices.**

4. DEROGATION

Any derogation from this Procedure for specific and exceptional situations must be approved in advance by the Director General, the Assistant Director General or the Chairman, in accordance with provisions of this Procedure.

5. RESPONSIBILITY

The employee or Commissioner submitting a claim is responsible for respecting the guidelines of the Policy and its Procedures.

The Director of each department or service authorizes the payment of expenses for employees under one's supervision.

Expenses for rentals, centre and service managers, are authorized by the Director General or the Assistant Director General.

It is the responsibility of the person authorizing the expenses **to verify the accuracy of information, relevance and budget availability.**

The Financial Resources Department is responsible for the final validation of payment of expenses.

6. TRAVEL EXPENSE FORM

Requests must be made using the most up-to-date tools available on the website.

7. APPENDICES

The current Procedure refers to the following appendices:

- A. [Travel Authorization Form](#)
- B. [Travel Advance Form](#)
- C. [Travel Expense Claim Form](#)

APPENDIX A

Travel Authorization Form

Commission scolaire Eastern Shores
Eastern Shores School Board

Appendice A
Appendix A

Formulaire de préautorisation de frais de voyage
Preauthorization of Travel Expenses Form

Nom / Name*:	<input type="text" value="Jane Doe"/>	École / School*:	<input type="text" value="Board Office"/>
Voyage demandé par: / Travel Requested by*:	<input type="text" value="Jane Doe"/>	Code budgétaire / Budget code:	<input type="text" value="101-1-51100-311"/>
Fonction: / Function*:	<input type="text" value="Jack of all trades"/>	Raison du voyage: / Reason for travel*:	<input type="text" value="Trades"/>
Date de départ: / Date of departure*:	<input type="text" value="4-Nov-2025"/>	Heure de départ: / Time of departure*:	<input type="text" value="12:00:00 AM"/>
Date de retour: / Date of return*:	<input type="text" value="4-Nov-2025"/>	Heure de retour: / Time of return*:	<input type="text" value="5:30:00 AM"/>
Déplacement en lien avec le "PIC"? IC-related travel?*	<input type="checkbox"/> Oui / Yes <input checked="" type="checkbox"/> Non / No	Destination*:	<input type="text" value="Board Office"/>
Voyager par: / Travelling by*:	<input type="checkbox"/> Location de voiture/Car Rental	<input type="checkbox"/> Véhicule personnel/Personal Vehicle	<input type="checkbox"/> Transports en commun (avion, traversier, train) / Public Transport (airplane, ferry, train)
Est-ce que d'autres employés de l'école ou de la C.S. seront présents?*	<input type="checkbox"/> Oui / Yes <input checked="" type="checkbox"/> Non / No	<input type="checkbox"/> Oui / Yes <input checked="" type="checkbox"/> Non / No	<input type="checkbox"/> Je ne sais pas / I don't know
Est-il prévu de faire du covoiturage?*	<input type="checkbox"/> Oui / Yes <input checked="" type="checkbox"/> Non / No	<input type="checkbox"/> Oui / Yes <input checked="" type="checkbox"/> Non / No	<input type="checkbox"/> Si oui, êtes-vous le conducteur? If yes, are you the driver?
Nom(s) de la / des personne(s) du covoiturage: / Name(s) of person(s) in carpool: <input type="text"/>			
Les frais de repas sont-ils inclus dans les frais d'inscription à l'activité ou dans les frais d'hôtel? / Are meal expenses included in the activity registration fee or hotel cost?*			
<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	Si oui, quel repas est fourni? If yes, which meal is provided?	<input type="text" value="0"/>
Les frais d'hébergement sont-ils inclus dans les frais d'inscription aux activités? / Are accommodation expenses included in the activity registration fee?*			
<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	Si oui, combien? If yes, how much?	<input type="text" value="\$ -"/>
Avez-vous besoin d'un enseignant suppléant? / Will you require a supply teacher?*			
<input type="checkbox"/> Oui / Yes	<input checked="" type="checkbox"/> Non / No	Si oui, pendant combien de jours (demi/jour)? If yes, for how many (half/full) days?	<input type="text" value="1"/>

Estimation des frais de déplacement: / Estimate of travel expenses*:

Voyage / Travel:	<input type="text" value="\$ 100.00"/>	Repas: / Meals:	<input type="text" value="\$ 100.00"/>
Hôtel: / Hotel:	<input type="text" value="\$ 100.00"/>	Inscription / Registration Fee:	<input type="text" value="\$ 100.00"/>

<input type="text" value="Jane Doe"/>	<input type="text" value="4-Nov-2025"/>
Signature de l'employé / Employee Signature	Date*
<input type="text" value="John Doe"/>	<input type="text" value="4-Nov-2025"/>
Approbation du supérieur immédiat / Approval of Immediate Superior Approval	Date
<input type="text" value="John Smith"/>	<input type="text" value="4-Nov-2025"/>
Approbation du coordonnateur ou directeur / Approval of Coordinator or Director Approval	Date

NOTE: La Commission scolaire Eastern Shores offre une avance sur les déplacements si vous en avez besoin. (Appendix B)
NOTE: The Eastern Shores school Board offers an Advance on Travel (AOT) should you require one. (Appendix B)

APPENDIX B

Travel Advance Form



Commission Scolaire Eastern Shores
Eastern Shores School Board

Demande d'avance de voyage / Travel Advance Request

Appendice B / Appendix B

Date Soumise / Date Submitted		<p>AVIS IMPORTANT</p> <p>En signant et en soumettant ce formulaire, vous acceptez que les fonds demandés soient utilisés aux fins énoncées dans ce formulaire. Si vous ne fournissez pas de rapport de dépenses avec reçus dans les 30 jours suivant la date de votre retour, une déduction correspondant au montant des fonds avancés sera déduite sur votre salaire.</p> <p>IMPORTANT NOTICE</p> <p>By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form. Failure to provide an expense report with receipts within 30 days of your return date can result in a paycheck deduction to cover the amount of funds advanced to you.</p>	
Nom de l'employé(e) / Employee Name			
Adresse Employé(e) / Employee Address			
Courriel / E-mail			
Téléphone / Phone			
Département / Department			
Destination			
Date de départ / Departure Date			
Date de retour / Return Date			
Raison du voyage / Purpose of Travel			
Total de l'Advance Requise / Total Advance Requested	\$0.00		
Signature employé(e) / Employee Signature		Date	
Approuvé par / Approved By		Date	

Dépenses anticipées / Anticipated Expenses

Genre de dépenses / Type of Expense	Description des dépenses / Description of Expense	Dépenses quotidiennes (sauf avion) / Daily Expenses (Excent Airfare)	# jours / # of Days	Total Dépenses / Total Expenses
Avion / Airfare				\$0.00
Transport Terrestre / Ground Transportation			0.59	\$0.00
Frais de conférence / Conference Fees			1	\$0.00
Hébergement / Lodging			1	\$0.00
Repas / Meals			1	\$0.00
Varia / Miscellaneous			1	\$0.00
Total				\$0.00

Réservé au Département des Finances / Reserved for Finance Department


Numéro facture / Invoice number :	
Numéro de fournisseur / Vendor number :	
Date du chèque / Date of check :	
Code budgétaire / Budget code:	000-1-01511-000
Numéro du chèque / Check number :	

Note: La demande d'avance de voyage peut être télécopiée au service des comptes fournisseurs. La copie originale doit être transmise sans délai.

Note : The travel advance request may be faxed to the accounts payable department. The original copy should be forwarded without delay.

APPENDIX C

Travel Expense Claim Form



Commission Scolaire Eastern Shores
Eastern Shores School Board

Formulaire de remboursement des frais de déplacement
Travel Expense Claim Form

Appendix C

Appendice C

Nom / Name* :

Adresse / Address* :

Fonction / Function* :

Date du Départ / Departure Date* :

Date de Retour / Return Date* :

Facture / Invoice #* :
(initiales-année-mois-jour ex PR-2019-01-25)
(initials-year-month-day ex PR-2019-01-25)

Fournisseur / Vendor :

École / School* :

Raison / Reason* :

Heure de Départ / Departure time* :

Heure de Retour / Return time* :

A.

DATE	DESCRIPTION	TRANSP.	HÉBERGEMENT LODGING	REPAS MEALS	INSCRIPTION REGISTRATION	TOTAL
TOTAL						

B. INDEMNITE / KM

SUB-TOTAL

ADVANCE

GRAND TOTAL

B. PRIVATE TRANSPORT PRIVÉ

DATE	DE / FROM	À / TO	# KM	TAUX RATE	⇄	MONTANT AMOUNT
TOTAL						

Accompagné par / Accompanied by:

Code*

Code

Project

Project

Montant / Amount

Montant / Amount

Signature Employee
Employee Signature

Signature Responsible
Supervisor Signature

Signature Directeur/trice
Director Signature