



COMMISSION SCOLAIRE
Eastern Shores
SCHOOL BOARD

POLICY:
REIMBURSEMENT OF TRAVEL AND ACCOMODATION
EXPENSES

REFERENCE:
FS-233

Origin: Financial Services Department

Authority: Resolutions # C99-08-020; # C02-12-091; # C18-12-311; # C22-02-831;
C22-06-785 and # C25-11-312

References: Refer to the Legal Framework on page 2

RATIONALE

The purpose of this Policy is 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.

As the operations of the Eastern Shores School Board (ESSB) are publicly funded, the school board has a fiduciary responsibility to ensure that expenditures are appropriate in nature and reasonable in magnitude.

POLICY STATEMENT

By putting into force, a Policy on the reimbursement of travel expenses incurred in the performance of one's duties and responsibilities, the school board is committed to ensuring that only properly documented, appropriate and reasonable expenditures are reimbursed to eligible board personnel.

OBJECTIVE

The objective of this Policy statement is to clarify the admissibility of expenses for purposes of reimbursement by the school board, as well as to reinforce the central criteria of eligible expenditures incurred as a direct result of performing work-related duties.

FIELD OF APPLICATION

This Policy applies to all school board personnel and Commissioners eligible to claim for reimbursement of expenses from all funds, including school complementary budgets. Related procedure statements have also been developed.

LEGAL FRAMEWORK

All Canadian and Quebec laws, ESSB governance policies and by-laws and collective agreements will be applied, more particularly but not limited to:

- Procedure for Reimbursement of Travel Expenses (FS-233 P.01)
- By-Law 14: Delegations of Functions and Powers¹
- MEQ funding parameters
- *Ministère des Transports et de la Mobilité durable*²

DEFINITIONS

Geographic sectors are defined as the four geographic sectors of the school board:

- Bas St-Laurent
- Gaspésie
- Magdalen Islands
- North Shore

Head office is defined as the school board administration building, located in New Carlisle.

Place of residence is defined as the employee's or commissioner's home while performing one's duties.

Representation expenses are now defined as being those expenses incurred in interacting with individuals external to the ESSB such as representatives from the *Ministère de l'Éducation du Québec (MEQ)*, community (i.e. Open House), professional, business, educational, or other similar organizations.

Regular place of work is defined as the facility at which the employee normally works. In the case of an employee who typically works at multiple locations (usually at more than one location each day), the employer shall designate one regular place of work for that employee. The determination and communication of these latter individuals' regular place of work shall be established by directives issued by the Human Resources Department.

APPLICATION OF THIS POLICY

1. The Director of the Financial Services Department is responsible for the application of this Policy.
2. This Policy will be reviewed every three years or on an as needed basis.

¹ <https://www.essb.qc.ca/wp-content/uploads/2023/06/By-Law-14-Delegation-of-Functions-and-Powers-09-05-2023.pdf>

² <https://www.transports.gouv.qc.ca/fr/Pages/default.aspx>