

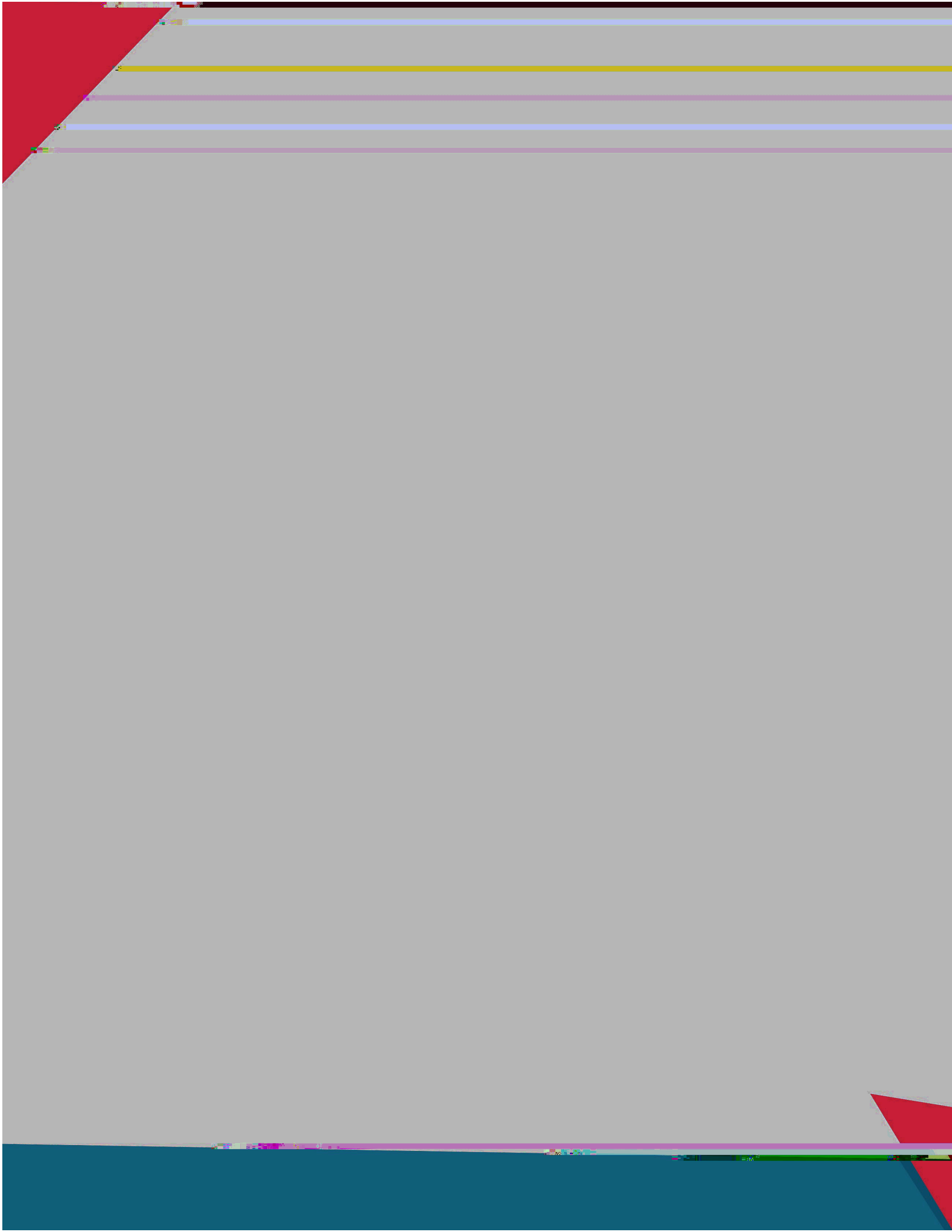
- By school principals or centre directors for the employees of their respective schools or centres;
- By the department directors for the employees of their respective departments;
- By the Chairman and the Director General for commissioners with the exception of the Chairman;
- By the Executive Committee and the Director General for the Chairman.

*The immediate supervisor relates only to the employees of Sir Wilfrid Laurier School Board

4.0 GENERAL RULES

4.1 The school board will reimburse travel, meals and accommodation, and other expenses incurred by the persons covered by this policy.

4.2 Reimbursement is made from the "Expenses claim" form that must be completed by commissioners and employees. All original receipts and bills submitted for reimbursement must be attached as proof of expense and clearly identify the expense. (A credit or debit card receipt is not considered a detailed description.) The form is available on the corporate website, in the Financial R-10. MCID 28 BD0.5 (I)-1.8 ()0.5 (R-10.



5.2.4 Meal allocation (see Annex 1).

A maximum amount per day will be paid for meals taken during an external assignment which requires an overnight stay (upon presentation of supporting documents).

5.3 REPRESENTATION EXPENSES:

The following persons or their delegates may, in the course of their functions, have to incur reasonable expenses such as travel, accommodation and meals to establish relations that could be beneficial to the school board: The Chairman, the Director General, and the Assistant Director General.

5.3.1 The reimbursement of alcoholic beverages with meals, for purposes of representation and school board functions and events, will be closely monitored and a justification may be required by the immediate supervisor. Everyone to whom this policy applies is expected to exercise prudence.

5.3.2 The name of the persons invited for a meal and the purpose of the meeting must be indicated on the bill.

5.3.3 The per diem amount is applicable on representation expenses.

5.4 ACCOMMODATION:

5.4.1 Accommodation expenses must be reasonable and represent costs actually incurred.

5.4.2 The actual expenses incurred in a commercial establishment for activities conducted outside an 80 km radius of the residence of the commissioner or the employee, or the cost of a room when it is deemed necessary to conduct an activity within the course of their functions for more than two days.

5.4.3 For a one-day meeting in Québec City, Montréal or in the Estrie region no extra night for the evening prior to the meeting will be allowed without a written permission. This also applies for distances less than 200 km.

5.4.4 The commissioner or the employee must attempt to obtain the best rate available.

5.4.5 A per diem allocation, as found in Annex 1, without supporting documents, will be paid when a commissioner or an employee chooses to stay with a friend or relative instead of renting a room.

5.5 OTHER:

Other related expenses, such as:

- School board business-related long-distance calls;
- Tips – other than meals (as found in Annex 1 per day);
- Parking and toll fees (including parking meters);
- Purchasing of alcohol for the purposes of Self-financed activity (fundraising, gala...)

6.0 TYPE OF EXPENSES NOT ELIGIBLE FOR REIMBURSEMENT

- Expenses for travel between the place of residence and the workplace;
- Fines for offences against the Highway Code or parking infractions;
- Personal expenses such as mini-bar and other services;
- Towing charges;
- Insurance deductible;
- Theft;
- Expenses incurred by the spouse;
- Road hazards;
- Alcoholic beverages NOTE: Any purchase of alcohol is at the employee's own expenses and should not 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 for recalculation prior to reimbursement;
- Mileage from a meeting place and or hotel to a restaurant;
- Alcohol for social activities under 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 immediate supervisor. In this case, the immediate supervisor has the responsibility to initialize the form to each expenditure covered by the overtake.

8.0 REVISION

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

ANNEX I

MEALS

Meals*:	Breakfast	\$15.00
	Lunch	\$20.00
	Supper	

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 - Vimont	CDC Laurier - Pont-Viau	CDC St-Eustache	Crestview	Curriculum Center	Franklin Hill	Genesis	Grenville	Hillcrest	John F. Kennedy	Joliette Elementary	Joliette HS	Jules Verne	Lake of Two Mountains	Laurentia	Laurentian	Laurentian Regional HS	Laurier Senior HS	Laval Jr HS	Laval Liberty HS	McCaig	Morin Heights	Mother Teresa HS	Mountainview	Mountainview HS - Prevost	Our Lady of Peace	Phoenix	Pierre Elliott Trudeau	Pinewood (Campus A & B)	Rawdon	Rosemere HS	Souvenir	Ste-Adele	Ste-Agathe	St-Jude	St-Paul/St-Ernest	St-Vincent - Campus St-Jacques	St-Vincent - Campus Concorde	SWLSB Administration	Terry Fox	Twin Oaks
Arundel	0	4	58	98	103	99	102	91	126	105	58	103	99	120	120	104	98	72	59	61	98	96	98	91	36	96	98	50	93	102	76	105	96	91	101	48	49	97	105	108	105	91	100	93
Arundel Science	4	0	62	102	107	102	106	95	130	109	62	107	103	133	124	108	102	76	63	64	102	100	102	95	40	100	102	54	97	106	80	109	100	95	105	52	45	101	109	112	109	95	104	97
CDC Laurier - Lachute	58	62	0	62	68	42	68	56	93	70	25	70	64	94	94	71	52	37	0	3	64	62	64	56	40	62	52	47	58	70	43	72	88	56	67	60	81	55	70	73	70	56	64	58
CDC Laurier - Vimont	98	102	62	0	7	26	17	15	45	8	89	18	10	72	73	8	27	38	65	62	10	8	10	15	68	8	27	53	11	8	22	25	73	15	17	67	86	30	8	11	8	12	3	11
CDC Laurier - Pont-Viau	103	107	68	7	0	30	9	19	40	3	93	10	7	74	90	2	28	44	71	68	7	7	7	19	72	7	28	57	15	3	29	25	92	19	9	71	90	31	4	7	4	19	11	15
CDC St-Eustache	99	102	42	26	30	0	20	19	55	31	66	19	19	88	84	30	3	38	42	45	19	18	19	20	64	18	3	50	14	29	25	34	77	20	19	63	83	5	31	34	31	20	25	13
Crestview	102	106	68	17	9	20	0	22	51	12	93	2	3	81	89	13	24	44	71	68	4	6	4	22	72	6	24	57	9	12	32	39	85	22	1	71	90	26	12	15	12	22	18	9
Curriculum Center	91	95	56	12	19	19	22	0	39	15	81	23	20	72	69	16	20	32	59	56	20	18	20	0	60	18	20	45	17	21	15	0	10	184	1	10	0	2	4	2462	1-924	(25)-1539	(34)-1232	(77)-115

