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<b>APPROVAL REQUIRED</b>	<b>General Administration</b>
<b>RESPONSIBILITY FOR FOLLOW-UP</b>	<b>Director of Financial Resources Service</b>

**ROADMAP**

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## 1. GENERAL

Due to the geographical location of the Centre de services scolaire du Littoral, its organizational structure, and its obligations to the various authorities in the education sector, work-related travel is necessary for various categories of personnel and entails significant costs for the school service centre.

The purpose of this policy on business travel expenses is to define a reference framework for travel expenses and their reimbursement to the employee, without excluding accommodations on an exceptional basis in specific situations.

## 2. POLICY OBJECTIVE

Determine rules to ensure fair reimbursement of travel expenses for all employees in the performance of their duties.

## 3. DEFINITIONS

Travel expenses: expenses incurred for transportation, lodging, meals, registration fees for professional development, and other related costs incurred while travelling on official business approved by the immediate supervisor.

School service centre: the Centre de services scolaire du Littoral.

Supporting documents: invoices or detailed receipts for expenses incurred.

Allowance: the amount reimbursed to the employee for expenses in accordance with the amounts set out in Appendix 2

## 4. GENERAL PRINCIPLES

4.1. The school service centre shall determine the means of transportation, lodging, and subsistence to be used by the employee in the event of work-related travel.

4.2. For the reimbursement of an expense under the policy, it must meet the following criteria:

- a) be related to approved travel;
- b) be undertaken under the terms of this policy;
- c) be accompanied by supporting documents.

4.3. Submission of fraudulent information or production of falsified or fictitious supporting documents is subject to disciplinary or other sanctions.

4.4. The school service centre does not reimburse the purchase of alcohol.

4.5. Travel expenses from an employee's residence to their place of work and back are not eligible for reimbursement.

- 4.6. The school service centre does not reimburse traffic fines, theft of personal belongings, vehicle breakdown or towing, or expenses incurred as a result of an accident while travelling.
- 4.7. The school service centre does not reimburse additional costs incurred due to the presence of a spouse, family member, or any other accompanying person on a work-related trip.

## **5. TRANSPORTATION EXPENSES**

In principle, it is agreed that the means of transportation generally used for travel within and outside the school service centre territory include plane, boat, or passenger vehicle.

Ultimately, the decision as to the preferred means of transportation rests with the immediate supervisor.

### **5.1. Automobile**

- 5.1.1. The school service centre pays an allowance on a per-kilometre rate when the employee uses a personal vehicle in the course of duties. The amount is set out in Appendix 2.
- 5.1.2. For travel within the localities, the employee receives the compensation set out in Appendix 3.
- 5.1.3. To encourage carpooling when more than one employee participates in an event at the same location, the school service centre pays the owner of the vehicle the allowance set out in Appendix 2. The name(s) of the passenger(s) must appear on the claim.

### **5.2. Business insurance premium (transport of heavy equipment and materials)**

At the end of the fiscal year, the employee may request reimbursement of the insurance premium paid for the business insurance portion only. For reimbursement, the employee must provide proof of the business coverage premium paid for the period in question. If the employee was hired or terminated during the year, the reimbursement will be prorated based on the length of employment.

This reimbursement is only for employees such as janitors and/or manual workers who are required to transport heavy and bulky equipment. For other employees, this insurance surcharge is included in the allowance already paid by the school service centre.

### **5.3. Parking fees**

The school service centre will reimburse the employee for actual parking costs on submission of supporting documents.

### **5.4. Vehicle rental**

When a vehicle rental is justified, the school service centre will reimburse the rental cost and gas expenses on submission of supporting documents.

All vehicle rentals must be approved in advance by the immediate supervisor. In the absence of approval, the school service centre reserves the right to refuse reimbursement.

#### 5.5. Taxi

On submission of supporting documents, the school service centre will reimburse the employee for actual taxi expenses incurred.

#### 5.6. Public transportation (bus, plane, boat)

On submission of supporting documents, the school service centre will reimburse the ticket price.

#### 5.7. Unusual means of transportation

Given the particular context of the Lower North Shore, rates have been set for unusual means of transportation (boat, ATV, snowmobile) between villages not connected by road (see Appendix 1).

#### 5.8. Other transportation allowances

The allowance allocated to the employee for local transportation (e.g., post office, wharf, etc.) is set out in Appendix 3.

### **6. ACCOMMODATION EXPENSES**

#### 6.1. Short stays

##### 6.1.1. In a hotel

On submission of supporting documents, the school service centre will reimburse actual and reasonable accommodation expenses. However, personal consumption items (e.g., movie rentals, snacks, personal phone calls, etc.) are not eligible for reimbursement.

##### 6.1.2. In an establishment other than a hotel

When no receipt from a commercial establishment is available, the employee may claim the allowance set out in Appendix 2.

##### 6.1.3. Telephone calls for professional reasons

The school service centre will reimburse the cost of work-related phone calls while on approved travel.

### **7. MEAL EXPENSES**

#### 7.1. Allowance or per diem

For employees who are required to travel for their professional duties, the school service centre will pay an allowance and/or per diem as set out in Appendix 2.

#### 7.2. Miscellaneous expenses

To cover incidental expenses incurred for work-related travel (e.g., tips, checkrooms, snacks, beverages, etc.), the school service centre will grant the employee, without requiring supporting documents, a fixed daily allowance as stipulated in Appendix 2.

### 7.3. Business meals

Business meals must be approved in advance by the immediate supervisor. Only management personnel are entitled to this right. Meal expenses for the manager and guests are reimbursed at actual cost upon submission of supporting documents. The name(s) of the guest(s) must be written on the supporting documents.

## 8. PROCEDURE FOR REIMBURSEMENT OF TRAVEL EXPENSES

### 8.1. Deadline

Travel expense claims must be submitted within thirty (30) days of the employee's return.

### 8.2. Forms

The claim must be submitted using the [Professional Travel Expenses Form](#) available on the school service centre website under the tab Employees/Forms/Financial Resources. Once signed by the employee and the immediate supervisor, the form and supporting documents must be emailed to: [payables@csdulittoral.qc.ca](mailto:payables@csdulittoral.qc.ca).

The form used for transport of material in each locality must be signed by the employee and the immediate supervisor before being emailed to: [payables@csdulittoral.qc.ca](mailto:payables@csdulittoral.qc.ca).

## 9. EFFECTIVE DATE

This policy is in effect as of July 1, 2022.

## APPENDIX 1

### REIMBURSEMENT RATES FOR THE USE OF UNUSUAL MEANS OF TRANSPORTATION

Given the specific means of transportation on the Lower North Shore territory, i.e., boat, ATV (summer) and snowmobile (winter), it was agreed to establish reimbursement rates for employees who must travel between villages not connected by road.

	Kegaska	La Romaine	Chevery	Harrington Harbour	Tête-à-la-Baleine	Mutton Bay	La Tabatière	Rivière St-Augustin	Vieux Fort
Kegaska		\$114	\$304	\$339	\$382	\$439	\$466	\$564	\$737
La Romaine	\$114		\$190	\$225	\$269	\$325	\$353	\$451	\$623
Chevery	\$304	\$190		\$35	\$78	\$135	\$163	\$261	\$433
Harrington Harbour	\$339	\$225	\$35		\$63	\$125	\$147	\$245	\$417
Tête-à-la-Baleine	\$382	\$269	\$78	\$63		\$57	\$84	\$182	\$355
Mutton Bay	\$439	\$325	\$135	\$125	\$57		\$24	\$169	\$341
La Tabatière	\$466	\$353	\$163	\$147	\$84	\$24		\$116	\$288
Rivière St-Augustin	\$564	\$451	\$261	\$245	\$182	\$169	\$116		\$172
Vieux Fort	\$737	\$623	\$433	\$417	\$355	\$341	\$288	\$172	

With approval from the immediate supervisor, the school service centre agrees to reimburse commercial rental fees related to unusual means of transportation on the Lower North Shore territory. Supporting documents must be attached to the claim.

The reimbursement rate is set by the school service centre.

## APPENDIX 2

### ALLOWANCE

#### 1. Eligible reimbursement rate per kilometre

The reimbursement rate per kilometre is set annually during budget preparation and comes into effect July 1.

- The annual reimbursement rate per kilometre is based on the most recent rate in effect at the Treasury Board. As of July 1, 2022, this rate is \$0.55/km.
- The annual reimbursement rate per kilometre on an unpaved road is set according to the reasonable allowance rate determined by Revenu Québec and the Canada Revenue Agency. As of July 1, 2022, this rate is \$0.61/km.<sup>1</sup>
- The annual reimbursement rate per kilometre for carpooling is set according to the reasonable allowance rate determined by Revenu Québec and the Canada Revenue Agency. As of July 1, 2022, this rate is \$0.61/km.<sup>1</sup>
- Mileage is calculated from the place of assignment (workplace).

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<sup>1</sup> The allowance may not exceed the reasonable allowance rate set by Revenu Québec and the Canada Revenue Agency.



## 2. Living expenses

Daily meal allowances (per diem) are calculated as follows:

Meals	Commercial establishment (without receipt)	Full board and room (without receipt)
Breakfast	\$15.00	\$10.00
Lunch	\$30.00	\$15.00
Dinner	\$35.00	\$20.00
<b>Daily total</b>	<b>\$80.00</b>	<b>\$45.00</b>

The following meals are included when\*:

- Departure time is earlier than:
  - Breakfast = 7:30 a.m.
  - Lunch = 12:30 p.m.
  - Supper = 5:30 p.m.
- Return time is later than:
  - Breakfast = 7:00 a.m.
  - Lunch = 12:00 noon
  - Supper = 6:30 p.m.

Allowance granted when staying at a private individual or at a non-commercial establishment: \$40.00/night.

Allowance for miscellaneous expenses: \$10.00/day (minimum of two (2) meals or one (1) overnight stay).

When meals are included in the activity registration fee or in the living expenses, an additional daily allowance (per diem) cannot be claimed.

\*Travel time and waiting time (regardless of means of transportation) are considered part of the trip.

### APPENDIX 3

#### TRAVEL WITHIN THE LOCALITIES

Allocation amount

Locality	Wharf	Airport	Post office	Dump	Recycling
Kegaska	\$10.00	\$63.44*	\$10.00	\$10.00	n/a
La Romaine	\$10.00	\$12.00	\$10.00	\$12.00	n/a
Chevery	\$10.00	\$10.00	\$10.00	\$12.00	\$10.00
Harrington Harbour	\$10.00	\$10.00	\$10.00	n/a	\$10.00
Tête-à-la-Baleine	\$18.00	\$25.00	\$10.00	n/a	n/a
Mutton Bay	\$15.00	\$15.00	\$10.00	\$15.62	n/a
La Tabatière	\$10.00	\$10.00	\$10.00	\$12.00	n/a
Rivière St-Augustin	\$10.00	\$15.00	\$10.00	\$12.00	n/a
Vieux-Fort	\$10.00	\$69.30	\$10.00	\$28.60	n/a
Rivière St-Paul	\$15.00	\$60.50	\$10.00	\$15.76	n/a
Lourdes-de-Blanc-Sablon (Mgr-Scheffer)	\$12.00	\$12.00	\$10.00	\$24.20	\$10.00
Lourdes-de-Blanc-Sablon (St-Bernard)	\$12.00	\$12.00	\$10.00	\$23.76	\$12.00
Blanc-Sablon (St-Theresa)	\$12.00	\$15.00	\$10.00	\$29.70	\$12.00
Port-Menier	\$10.00	\$12.00	\$10.00	\$12.00	n/a
Sept-Îles	\$15.00	\$15.00	\$10.00	n/a	n/a

Additional compensation of \$0.05/kg is granted when an employee must transport material exceeding 50 kg.

\* Natashquan Airport