

		Commission scolaire English-Montréal <hr/> English Montreal School Board
POLICY:	REIMBURSEMENT OF EXPENSES INCURRED BY COMMISSIONERS IN THE PERFORMANCE OF THEIR MANDATE	CODE: DG-20
Origin:	General Directorate	
Authority:	Resolution #02-10-30-6-C3.1 Revised by Resolution #15-02-25-13	
Reference(s):	Education Act, Section 175 By-Law #2: Delegation of Powers to the Executive Committee By-Law No. 3: Code of Ethics and Professional Conduct for the Members of the Council of Commissioners Policy SG-9: Guidelines for Commissioners Attending Conferences, Conventions and Meetings Outside the Board Policy FS-10: Reimbursement of Expenses	

RATIONALE

Commissioners perform many activities during their mandate that require expenditures beyond the remuneration allocated.

POLICY STATEMENT

The English Montreal School Board (EMSB) is committed to facilitating the public role of Commissioners in the performance of their mandate.

FIELD OF APPLICATION

This policy applies to all elected Commissioners, with or without voting rights.

OBJECTIVES

The present policy proposes:

1. to ensure that the expenditure of public funds by Commissioners on behalf of the English Montreal School Board complies with the Education Act, Section 175, "Allowance for Expenses";
2. to reimburse expenses that are justified;

3. to ensure that all such expenses are recorded in sufficient detail to satisfy the scrutiny of internal and external audits.

RULES OF APPLICATION

All justified expenses within the following categories shall be reimbursed upon presentation of adequate supporting documents.

The application of this policy respects the Code of Ethics and Professional Conduct for the Members of the Council of Commissioners as well as the Policy and Procedure regarding Reimbursement of Expenses (Policy FS-10)-

1. Travel for Board (Central) Activities

The EMSB provides reimbursement for all council, committee, workshop information sessions, functions to which the Commissioner is invited; as well as special internal events (e.g. annual board retirees' dinner) determined by council.

2. Travel for Meetings, Functions at Schools and Centres in the Commissioner's Jurisdiction (Ward)

The EMSB provides reimbursement only for special activities of the school or centre to which the Commissioner has been invited.

3. Representation of the Board (to External Parties) at Special Meetings or Functions

The EMSB may create an annual discretionary budget for this purpose.

4. Educational Conference/Seminar Expenditures

After prior determination by the Chairman of the Board of the specific Commissioners chosen to attend, the EMSB provides a budget to supplement the travel expense allocation. Policy Statement SG-9 "Guidelines for Commissioners Attending Conferences, Conventions and Meetings Outside the Board" provides further information.

5. Reimbursement Rate per Kilometer for Personal Vehicle

The basic rate shall be revised to reflect that allocated to Board administrators.

AUTHORIZATION OF COMMISSIONERS' CLAIMS FOR REIMBURSEMENT

Expense claims for all Commissioners-excluding the Chairman of the Board - shall be submitted on the appropriate form along with supporting receipts to the Chairman of the Board for review and approval. Thereafter, all documentation shall be forwarded to the Financial Services Directorate for reimbursement via the payroll system as a non-taxable payment to the applicable Commissioner.

Expense claims for the Chairman of the Board shall be submitted on the appropriate form along with supporting receipts to the Chairman of the Executive Committee for review and approval. Thereafter, all documentation shall be forwarded to the Financial Services Directorate for reimbursement via the payroll system as a non-taxable payment to the applicable Commissioner.