



Per diem allowances for transportation expenses and certain meal expenses reimbursed during the election period

Reference : *Act respecting school elections to elect certain members of the boards of directors of English-language school service centres*, sections 206.34, 206.48 and 209.4

PURPOSE

This directive provides a framework for accepting and paying per diem allowance claims related to transportation expenses and certain meal expenses.

FRAMEWORK FOR APPLICATION

A person may apply to the authorized candidate for reimbursement of actual costs incurred for transportation and meals expenses. The application must be accompanied by the relevant original supporting documents.

However, on advance polling day and polling day, a person may also, with the agreement of the authorized candidate, apply for reimbursement of transportation expenses and certain meal expenses on a per diem basis.

PER DIEM ALLOWANCES

Transportation expenses

A person may apply for reimbursement on a per diem basis, according to a maximum amount allocated per kilometre. This amount must not exceed the amount established by the English school board.

Meal expenses incurred on advance polling day and polling day

On advance polling day and polling day, a person may apply for a per diem allowance of up to \$25 for meals (\$10 for lunch and \$15 for supper).

SUPPORTING DOCUMENTS

Per diem allowances for transportation expenses

When a person uses a personal motor vehicle and his or her full-day round trip exceeds 180 km, he or she must provide proof of travel (receipt for gas or parking) demonstrating that he or she incurred expenses related to this use of his or her vehicle.

However, when a personal motor vehicle is used, proof of travel is not required for a full-day round trip of less than 180 kilometres.



SCHOOL ELECTIONS

DIRECTIVE **D-S-6**

Per diem allowances for certain meal expenses

A person may receive the allowance for meal expenses incurred on advance polling day and polling day. Receipts do not need to be submitted along with the authorized candidate's reports. However, the authorized candidate must obtain proof of payment for such expenses in all circumstances. In addition, he or she must use form DGE-5101 to list the persons who may have received such an allowance. These persons must sign the form to show that they have actually received the allowance.

In all other situations, meal expenses are reimbursed according to actual costs, upon submission of original invoices, receipts or other relevant supporting documents.

FORMS TO BE COMPLETED

The person claiming per diem allowances may use the form (DGE-5101) included in this directive, or any other document that provides the supporting information required for paying per diem allowances. This person must sign the application for reimbursement of transportation expenses and certain meal expenses. The authorized candidate must then approve the application by signing it.



DGE-5101-VA (20-05)

Application for reimbursement of travel and meal expenses

| | | |
|------------|----------------------|-----------|
| First name | Last name | Telephone |
| Address | | |
| Position | Accompanying persons | |

[illegible]

- * Append vouchers