

Daily indemnities for transportation expenses and certain meal expenses reimbursed for the election period

Reference: Act respecting school elections (ss. 206.48 and 209.4)

PURPOSE

The purpose of this directive is to provide a framework for the acceptance and payment of daily indemnities (per diem) related to transportation expenses and certain meal expenses.

APPLICATION FRAMEWORK

The applicant can always ask the authorized candidate for a reimbursement of his transportation and meal expenses according to the costs actually incurred, with all expenses being supported by the relevant vouchers.

However, subject to an acceptance by the authorized candidate, the applicant may also ask to be reimbursed for his transportation expenses and for certain meal expenses on the basis of daily indemnities.

DAILY INDEMNITIES

◆ Transportation expenses

The applicant can ask to be reimbursed on the basis of a daily indemnity, according to a maximum amount allowed per kilometer which cannot exceed that established by the school board.

◆ Meal expenses for polling day and advance polling day

On polling day and the advance polling day, the daily maximum indemnity for meal expenses can be reimbursed by the authorized candidate. The maximum amount allowed can not exceed that establish by the school board.

VOUCHERS

◆ Daily indemnities for transportation expenses

When a personal automobile is used and when the round trip, for each full day, is more than 180 kilometers, the applicant must provide proof of travel (gas bill or parking receipt) proving that the person paid expenses related to the use of his personal automobile vehicle.



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However, no proof of travel is required for a round trip of less than 180 kilometers, for each full day, when a personal vehicle is used.

◆ **Daily indemnities for certain meal expenses**

The applicant may benefit from the indemnity for meal expenses without a voucher on polling day and on advance polling day.

In all other situations, the reimbursement of meal expenses is made according to the real costs, with the filing of invoices, receipts or other relevant vouchers.

FORMS TO BE COMPLETED

The person who claims daily indemnities may use the form (DGE-5701) proposed in this directive or any other document, indicating the necessary justificatory information for the purposes of the payment of the daily indemnities. A model of this form (DGE-5101) is reproduced on page 3 of this directive. The application for reimbursement of transportation expenses and certain meal expenses must be signed by the person making the application and approved by the authorized candidate as evidenced by his signature.

