



## WOTP Mentoring Project Financial Guidelines: 2019-2020

### *Information for teachers for claiming travel expenses*

You can claim your travel expenses, meals, and accommodations, as applicable, for your participation in the WOTP Mentoring Community of Practice project. You will be reimbursed for your approved travel expenses by your school board, and your school board will in turn invoice the Mentoring Project for the expenses you claim, as well as your substitution costs. The Mentoring Project will then reimburse your school board.

#### What do you need to do?

##### 1. Initial the attendance sheet and indicate the following:

- amount of release required (full-day and half-day increments only)
- whether or not you intend to claim expenses.

You can still submit a claim, even if you forget today to tick the box. However, we do refer to the attendance list to cross-reference what each school board bills the project, so it's helpful if the list is as accurate as possible.

##### 2. Complete and submit your school board's expense claim form:

- Each school board has different procedures. Your principal or WOTP consultant can help.
- The project covers \$0.47 per kilometre. Your board's mileage amount might be different, but the project covers only \$0.47 per kilometre.
- If you carpool, the amount is \$0.59.
- ***Refer to the mileage chart, as your claim must be based on your mileage (return) from your school, not your home.***
- Minimum claim is \$11.75. (Total of 25 km or under for a return trip.)

Try to use a rental car *whenever it is the less expensive and most time-efficient method*, especially if the distance travelled (return) is over 250 km. However, if renting a car is inefficient or logistically prohibitive, please contact Marsha.

#### Meals

Breakfast and lunch are provided at the venue.

#### Accommodations

If you require hotel accommodations, please contact your WOTP consultant or Marsha Gouett regarding the approved amounts for hotels, meals, etc. These expenses must be authorized in advance of the Mentoring session.

If you have any further questions, please contact:

- your school board WOTP consultant
- Michilyn Dubeau at [michilynd@gmail.com](mailto:michilynd@gmail.com)
- Marsha Gouett at [marsha.gouett@education.gouv.qc.ca](mailto:marsha.gouett@education.gouv.qc.ca)

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Schools by School Board	St Pius km		PEC km	
Approx. distance from work to WOTP Mentoring (Updated Dec. 4, 2019)	9955 Papineau, Montreal H2B 1Z9 one-way	Return \$0.47	5000 René- Huguet, Lachine H8T 1M7 one- way	Return \$0.47
<b>CQSB</b>				
A S Johnson Memorial: 919 Mooney, Thetford Mines G6G 6H3	250	\$ 235,00	265	\$ 249,10
Shawinigan High: 1125, av des Cèdres, Shawinigan G9N 1P7	180	\$ 169,20	172	\$ 161,68
Québec High: 945 Belvédère, Québec G1S 3G2	260	\$ 244,40	270	\$ 253,80
Three Rivers: 1875, rue Nicolas-Perrot, Trois-Rivières G9A 1C5	150	\$ 141,00	160	\$ 150,40
<b>EMSB</b>				
James Lyng High: 5440 Rue Notre-Dame West, Montreal H4C 1T9	18	\$ 16,92	11	\$11.75
John F. Kennedy High: 3030 Villeray, Montreal H2A 1E7	5	\$11.75	22	\$ 20,68
John Grant High: 5785 Parkhaven, Côte St-Luc H4W 1X8	16	\$ 15,04	15	\$ 14,10
L.I.N.K.S. High: 9905 Papineau, Montreal H2B 1Z9	0	\$ -	25	\$ 23,50
FOCUS High: 5440 Notre-Dame St W, Montreal H4C 1T9	20	\$ 18,80	15	\$ 14,10
Mountainview High: 7450 Côte Saint Luc Rd, Côte Saint-Luc H4W 1R1	16	\$ 15,04	10	\$11.75
Perspectives I High: 7770, 20th Ave Montreal H2A 2K9	21	\$ 19,74	22	\$ 20,68
<b>ESSB</b>				
Gaspe Polyvalente: 85, boul. de Gaspe, Gaspe G4X 2T8	919	\$ 863,86	935	\$ 878,90
New Carlisle High: 177, boul. Gerard-D-Levesque, New Carlisle G0C 1Z0	900	\$ 846,00	900	\$ 846,00
New Richmond High: 163, Boul. Perron O, New Richmond G0C 2B0	900	\$ 846,00	900	\$ 846,00
<b>ETSB</b>				
Alexander Galt Regional High: 1700, Collège Street, Sherbrooke J1M 0C8	186	\$ 174,84	174	\$ 163,56
Massey-Vanier High: 224 Mercier Street, Cowansville J2K 5C3	100	\$ 94,00	96	\$ 90,24
<b>LBPSB</b>				
Beurling Academy: 6100 Boulevard Champlain, Verdun H4H 1A5	20	\$ 18,80	15	\$ 14,10
Lakeside Academy: 5050 rue Sherbrooke, Lachine H8T 1H8	18	\$ 16,92	1	\$11.75
Lasalle Community Comp HS: 240-9th Ave, LaSalle H8P 2N9	25	\$ 23,50	12	\$11.75
Lindsay Place High: 111 Broadview Ave, Pointe Claire H9R 3Z3	25	\$ 23,50	8	\$11.75
Macdonald High: 17 Maple Ave, Sainte-Anne-de-Bellevue H9X 2E5	36	\$ 33,84	20	\$ 18,80
Pierrefonds Community High: 13800 Pierrefonds Blvd, Pierrefonds H9A 1A7	27	\$ 25,38	17	\$ 15,98
Westwood High Senior: 69 Côte Saint-Charles, Hudson Heights J0P 1H0	56	\$ 52,64	45	\$ 42,30
<b>NFSB</b>				
Howard S Billings High, 210 McLeod, Chateauguay J6J 2H4	34	\$ 31,96	19	\$ 17,86
Chateauguay Valley Regional High, 1597 Rte 138A, Ormstown J0S 1K0	80	\$ 75,20	60	\$ 56,40
<b>RSB</b>				
PACE, 900 Riverside Drive, St Lambert J4P 3P2	32	\$ 30,08	27	\$ 25,38
Centenniel Regional High, 880 Hudson Street, Greenfield Park J4V 1H1	30	\$ 28,20	30	\$ 28,20
Heritage Regional High, 7445 chemin de Chambly, Saint-Hubert J3Y 3S3	35	\$ 32,90	39	\$ 36,66
<b>SWLSB</b>				
Joliette High, 107 Delorimier, Joliette J6E 6E8	70	\$ 65,80	85	\$ 79,90
Laval Senior, 3200, boul. du Souvenir Ouest, Laval H7T 1W9	12	\$11.75	12	\$11.75
Lake of Two Mountains, 2105 Guy, Deux-Montagnes J7R 1W6	36	\$ 33,84	36	\$ 33,84
Rosemere, 530 Northcote, Rosemere, QC J7A 1Y2	20	\$ 18,80	20	\$ 18,80
Sainte-Agathe, 26 Napoléon, Ste-Agathe-des-Monts J8C 1Z3	92	\$ 86,48	99	\$ 93,06
<b>WQSB</b>				
Philemon Wright High, 80, Daniel Johnson Blvd, Gatineau J8Z 1S3	200	\$ 188,00	203	\$ 190,82
Pontiac High, 455, Maple street, Shawville, Québec J0X 2Y0	270	\$ 253,80	270	\$ 253,80
D'Arcy McGee High, 925, du Plateau Blvd, Gatineau (Aylmer) J9J 3G2	205	\$ 192,70	205	\$ 192,70
<b>Summit School</b>				
TECC Campus, 1819 Rene Levesque, Suite 200, Montreal H3H 2P4	16	\$ 15,04	15	\$ 14,10
<b>Car rental with ride sharing should be used, if possible. For further information, please contact M. Gouett.</b>				
For car pooling in a personal vehicle, the claim should be calculated at \$0.59/km.				
<b>\$11.75</b> - Minimum allowable amount for any mileage claim of 25 km or under, return trip.				