

Reimbursement of travel expenses for consultants only

In the interest of fairness to Desjardins employees and consultants, this document explains the reimbursement of expenses incurred by consultants in carrying out their duties based on the least-cost model.

Responsibilities

Desjardins managers are responsible for applying the specified standards and rates for consultants who are required to travel to fulfil a mandate.

Application rules

In reference to the paragraph on out-of-pocket expenses in the professional services agreement, the consultant's rate is considered to include certain expenses such as those related to transportation (e.g. personal cost of transportation, travel time, lodging and meals).

However, consultants will be reimbursed for travel expenses, meals and lodging if they're incurred as a result of a specific request made by a manager, who has given prior authorization for the expenses, at the Fédération des caisses Desjardins du Québec, Desjardins Technology Group, Desjardins Investments, Desjardins Investment Product Operations or Desjardins Card Services.

With the exception of meals, which are subject to a set allowance, consultants must provide original receipts.