

 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Business Travel</h2>	
	<p>Department responsible: Finance and Administrative Services Effective date: September 23, 2003 Amended on: September 14, 2004, March 8, 2006, June 3, 2009, January 1, 2013, February 17, 2016 and July 1, 2018 Approved by: Resolution #EC 2016-048 and EC 2018-335</p>	
	<p>References:</p>	<p>Council Policy Manual: Mega End, EL-1, EL-4, EL-5, EL-6 and GP-7</p> <p>Collective Agreements:</p> <ul style="list-style-type: none"> ▪ Teachers (T) ▪ Support staff (S) ▪ Professionals (P) <p>By-law #5 / Working Conditions of management staff</p>
	<p><i>Other Policies</i></p>	<p><i>Outings (FIN-03)</i></p>

1) General provisions

[Purpose](#)

1.1. This Policy establishes the procedures and rules namely for business travel arrangements and the timely payment or reimbursement of the expenses incurred by the elected members, employees or any other person traveling within the framework of their duties on behalf of the Board. In order namely to reduce the travel cost and the travel time, the Board encourages meetings by videoconference or other means of communications when this is possible.

2) Application

[Scope of application](#)

2.1. This Policy shall be applied to the extent that is not conflictual with the collective agreements and by-laws in effect. It does not apply to travel accomplished in the scope of professional improvement governed by other rules.

[Definitions](#)

2.2. For the purposes of this Policy, the following words or expressions mean:

- a) **supervisor:** the person responsible for the supervision of a traveler at the budgetary level or his authorized replacement;
- b) **child:** the dependent child of the employee or elected member, of his spouse or both, or a child living with the employee or elected member for whom adoption procedures have been undertaken, unmarried and living in Canada, who depends on him for his financial support and who is under 18 years of age; every child under 25 years of age who is a duly registered student attending a recognized learning institution on a full-time basis or a child of any age who became totally disabled before reaching

his 18th birthday or before reaching his 25th birthday if he was a duly registered student attending a recognized learning institution on a full-time basis and has remained continuously disabled ever since;

(T: 5-10.02 / S: 10-1.01 / P: 10-1.01)

- c) **traveler:** elected member, employee or any other person traveling within the framework of his duties on behalf of the Board.

3) General conditions

[Necessary expenses](#)

3.1. The only business travel expenses which may be authorized are those considered necessary for the accomplishment of the traveler's functions with the Board.

[Principle](#)

3.2. The basic principle of all payments or reimbursement for travel expenses is for the direct expenses incurred by the traveler during a business trip and it is not, at any time, to be considered as a form of payment or remuneration for traveling.

[Cost efficiency](#)

3.3. All travel must be done in the most reasonable and cost effective manner. The supervisor may authorize an exception to this principle with justification namely to take into account other factors such as time efficiency¹.

[Budget](#)

3.4. This policy must be integrally applied consistent with the approved budgets.

[Cree economy](#)

3.5. All travel should attempt to use Cree travel related companies, transportation carriers, and other Cree businesses (hotels, etc.) wherever possible so as to promote the Cree economy while at the same time respecting the provisions of clause 3.3.

[Taxes](#)

3.6. Rates for travel expenses established in this Policy include taxes, when applicable.

[Receipts / evidence](#)

3.7. Unless otherwise provided, all claims must be accompanied by the appropriate receipts. The Board may request evidence that a trip has actually taken place and that the expenses claimed have actually been incurred.

4) Travel itineraries and travel arrangements

[Arrangements/ authorization](#)

4.1. A travel itinerary (see **Annex A / Business Travel - itinerary Form**) should be completed and approved by the budget supervisor at least 48 hours prior to the proposed travelling date. Employees and elected members are not allowed to book their own travel arrangements except in case of emergency. No individual may authorize his own travel itinerary except the Director General.

[Travel warrants](#)

Travel warrants may be issued to cover airfare and lodging but any other expenses are assumed by the traveler and reimbursed by the Board after the completion of the trip.

Fees for regular parking may be included in the hotel travel warrant when the trip is done by vehicle.

¹ As further detailed in section 5

[Modification](#)

4.2. In the case of changes, corrections must be made to the travel itinerary and initialled by the person who approved the request, except in case of emergency.

If reservations were made for hotels or travel, the traveler must ensure that hotels or travel agencies are notified within the required delay in order to avoid any additional charge.

The budget supervisor must be notified of any cancellations as soon as possible.

5) Transportation

[Rates /
transportation](#)

5.1. The applicable rates for transportation are established in **Annex B**. No receipt is required to claim for mileage but the Board may, in certain circumstances, ask for a proof that the trip has actually taken place.

[Time](#)

5.2. The use of a private vehicle is conditional upon a reasonable travel schedule avoiding namely unnecessary lodging expenses (clause 7.1).

[Infringement](#)

5.3. This Policy will not cover any expenses related to infringement of municipal Regulations or Road Safety Laws such as parking offences or speeding tickets.

Private vehicle / Bus

[Distance](#)

5.4. The maximum amount that can be claimed for mileage is based on the most direct route as established by the Board's "Travel Claim Software" or Google Maps for all points not listed².

[Other travelers](#)

5.5. If a group of persons (up to 4) travel for the same purposes to the same place, only one private vehicle should be used. As a result, the names of the said persons and their reasons for traveling will have to be indicated on the travel expense claim. In such case, an additional amount per person shall be paid to the driver of the private vehicle (see **Annex B / Rates**).

[Insurance](#)

5.6. Any traveler required to use his personal vehicle to travel for business purposes is responsible for getting the appropriate private vehicle insurance.

[Bus / train](#)

5.7. The Board will reimburse the cost of a bus or train ticket upon presentation of receipt.

Rented vehicle

[Justification](#)

5.8. Rented vehicles shall only be used in the absence of alternative convenient private or public transportation facilities or when such alternative means of transportation are more expensive.

The budget supervisor must have previously authorized the rental, except in case of emergency.

[Duration](#)

5.9. All such rented vehicles must be returned as soon as possible to the rental agency upon return from the trip or upon fulfillment of the function for which the vehicle was rented.

² However, a traveler may use another route than Route du Nord for safety reasons but it must be pre-approved and indicated on the travel request as well as on the travel claim.

By air

Charters / justification

5.10. A charter may be authorized only in the absence of alternative convenient private or public transportation facilities or where such alternative means of transportation involves additional expenses related to extra working hours, etc.

Authorization Proper authorization must be obtained from the Director General and/or the Director of Finance and Administration at least one week prior to the date of charter, except in case of emergency.

Arrangements All requests for charters must be processed through Material Resources Services upon receipt of the authorization.

Unused tickets **5.11.** All unused portions of airfare tickets or bus and train tickets must be returned to the Finance and Administration Services.

6) Meals and other expenses

Rates / meals **6.1.** The Board shall reimburse meal expenses and incidentals according to the rates established in **Annex B**. No receipt is required to claim for meals and incidentals but the Board may, in certain circumstances, ask for a proof that the trip has actually taken place.

Northern travel **6.2.** In the case of a travel taking place north of Matagami all justifiable meal expenses exceeding the regular rates will be reimbursed by the Board upon presentation of appropriate receipts.

Business meal **6.3.** In the case of an administrator of services, if a meal is to cover other people beside himself and if the meal is for business-related purposes only, he must indicate the names of the persons who were present at the specified meal on his travel claim.

Incidentals **6.4.** Incidentals shall only be reimbursed when the trip requires an overnight stay, away from the traveler's place of assignment.

Dry cleaning & laundry **6.5.** The Board shall reimburse travelers for dry cleaning and laundry expenses when they are traveling for a consecutive period of 3 days or more. These expenses shall not exceed \$20.00 per day and will be reimbursed only upon presentation of receipts.

Telephone expenses **6.6.** The Board will reimburse business telephone charges made by the traveler during a trip when incurred within the framework of his duties on behalf of the Board.

7) Lodging

- [630 km](#) 7.1. A traveler may benefit from lodging expenses when the distance to be travelled by private vehicle to reach the destination is at least 630 kilometers.
- [Travel warrant](#) 7.2. Reservations for hotel/motel rooms must be made in advance and paid by a travel warrant except in case of emergency.
- [Warrant restriction](#) 7.3. The travel warrant restrictions must be respected and meals and telephone charges must be paid by the traveler.
- [Private residence](#) 7.4. The Board will reimburse a traveler for each overnight stay in a private residence other than his residence or the residence of his spouse, according to the rate established in **Annex B**.
- [Corporate rates](#) 7.5. When a hotel/motel reservation is made directly by the traveler during unforeseen situations, the traveler must mention that he is an employee of the Board in order to receive the special corporate rates in effect at most establishments.

8) Excess luggage

- [Material and Equipment](#) 8.1. The traveler shall be reimbursed for reasonable costs paid to an airline for the transportation of material and equipment used for the purpose of his business trip.

9) Baby-sitting fees

- [Rates/ babysitting](#) 9.1. An amount for baby-sitting fees up to a maximum of \$100.00 per overnight for children under 16 years old may be claimed by a parent employee or parent elected member, who must travel outside his place of assignment within the framework of his duties on behalf of the Board. Receipts must be signed by the babysitter and are to be attached to the claim.
- [Nursing mother](#) 9.2. In the case an employee or elected member nursing mother who travels with her child, the Board will assume the travel costs and meals of the babysitter to assist the nursing mother during the business trip. The authorization of the immediate supervisor must be obtained before the trip.
- [Age limit](#) The child of the nursing mother must be under 2 years old.
- [Parent of a handicapped child](#) 9.3. When the employee or elected member is the parent of a handicapped child living with him and who cannot be left alone because of his condition, he may benefit from:
- a) clause 9.1 and this even after the child has reached 16 years of age, when the employee or elected member has to cover additional expenses for the babysitting fees during the absence;

- b) payment of travel costs and meals of a babysitter as provided in clause 9.2 and this regardless of the age of the handicapped child when no adequate babysitter was available at the place of domicile at the time of travel.

[Exception - spouse & other child](#)

9.4. No baby-sitting fees shall be disbursed to the traveler's spouse or children for baby-sitting except when the child who is baby-sitting is not domiciled with the traveler. However, the spouse or any other child of a nursing mother is entitled to the travel costs and meals when traveling with her as established in clause 9.2.

10) Loss of wages / Elected members and appointed delegates

[Application](#)

10.1. Upon request, the Board will reimburse an employer for the cost of salary of an elected member or appointed delegate (elder, etc.) who attends meetings on behalf of the Cree School Board during his working hours. The same rule applies to avoid any benefit loss from other sources for an elected member or appointed delegate, in which case the amount may be reimbursed directly to the traveler.

[Invoice](#)

10.2. The employer or traveler must send to the Secretary-General an invoice with a copy of salary slip or cheque.

11) Advances

[Advance / requirements](#)

11.1. Travel advances may only be approved for an elected member or employee if the request for travel advance is:

- a) authorized by the appropriate budget supervisor and the Coordinator of Finance and Administrative Services (see **Annex C** / "Request for travel advance")
- b) forwarded to the Coordinator of Finance and Administrative Services respecting the accounts payable deadline;
- c) accompanied by the approved travel itinerary and the approved travel claim.

The Board will authorize only up to 65% of the anticipated costs for mileage and meal only. The minimum travel advance is established at \$250.00 (see **Annex C** / *Travel advance request form*).

However, elected members and appointed delegates are not subject to these above limits and may receive up to 85% of the anticipated costs.

12) Warrant, travel claims and reimbursement

[Copy to Finance](#) **12.1.** The supervisors must issue the appropriate filled travel warrants to Finance on a weekly basis (original copy).

[Delay to submit](#) **12.2.** All travel claims for reimbursement must be filled by the traveler and submitted to his budget supervisor within 30 days after the completion of the trip. If no claim for reimbursement is submitted within 90 days after the completion of the trip, the Board may refuse to reimburse the travel expenses after a notice, when applicable.

[Approval / travel claims](#) **12.3.** All claims for travel expenses when approved by the traveler's budget supervisor are forwarded to Finance and Administrative Services to the attention of the Office agent.

In the absence of the budget supervisor, the Director General, the Deputy Director General or the Director of Finance and Administrative Services may approve any travel expense claim.

No individual may authorize his own travel expense claim except the Director General.

[Documents to be provided](#) **12.4.** The traveler must submit the original travel claim and:

- a) provide all pertinent vouchers or receipts except for meals and mileage, unless required. However, the Board may require at any time proof that a trip has actually taken place; therefore the traveler must keep any pertinent receipts and vouchers;

and

- b) attach the approved travel itinerary.

[Payment](#) **12.5.** Finance and Administration Services will process the travel claims with the next cheque issuance if the request is submitted in respect with the accounts payable schedule.

13) Personal Accountability / Final provisions

[Negligence](#) **13.1.** Any traveler who, because of his own negligence, does not perform the duties for which he was traveling or does not cancel his travel arrangements on time or is causing damages to his hotel room, etc., shall be held personally liable for all costs or expenses incurred by the Board. These costs or expenses may be recovered by the Board namely by deducting the traveler's travel claim, by invoicing him, etc.

[False declaration](#) **13.2.** Any traveler who makes a false declaration on his travel expense claim or any other claim for an expense that was already paid or reimbursed to another claimant is subject to a disciplinary measure or any other appropriate sanctions including dismissal. The traveler remains responsible to ensure that all information on any claim submitted for his travel is accurate.

[Outings during business travel](#) **13.3.** When holidays of 5 consecutive days are taken immediately before or after a business trip the Board will consider a portion of the travel as an outing for the employee according to the different taxation regulations.

14) Application of this Policy

[Other expenses](#) **14.1.** Under special circumstances, the Director General may authorize the reimbursement of other exceptional expenses upon presentation of receipts when applicable and after consultation with the traveler's immediate supervisor.

[Other provisions](#) **14.2.** The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

This Policy is a complement to the applicable collective agreement and by-laws and is subject to the management right. In case of discrepancy with the collective agreement, by-law or any legislation, the latter shall prevail.

[Official version](#) **14.3.** The official version of this Policy is kept by the Secretary-General of the School Board.

[Responsibility](#) **14.4.** Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected. The Director of Finance and Administrative Services is the person responsible for providing support in the interpretation of this Policy and to ensure its revision when necessary. Moreover, the Director may develop any necessary procedures and guidelines in order to implement this Policy.



Annex A
Business Travel itinerary / Request
Request for itinerary / business travel
Demande d'itinéraire / voyage d'affaires

Name of the person travelling: Nom de la personne qui voyage:			Position: Poste:	
Destination:				
Reason for travel: Raison du voyage:				
Transportation / Transport				
Travel date Date du voyage	From / De	To / À	Means of travel Moyen de transport	Means of payment Mode de paiement
Car Rental / Location de voiture				
Supplier / Fournisseur	P.O.# / N° RÉQ	Starting date Date de départ	Date of return Date de retour	
Accommodation / Hébergement				
Date(s)	Preference of hotel or other Préférence d'hôtel ou autre			Means of payment Mode de paiement
For office use only / Pour usage interne				
Budget Code / Code budgétaire:				
Date:				
Approved by / Approuvée par:				

Note that any travel claim expenses must be submitted within 30 days of the end of the trip.
Noté que la demande de remboursement de frais de déplacement doit être soumise dans les 30 jours de la fin du voyage.

Annex B
Rates / Business Travel

CSB Rates / Business travel <i>Any eligible expense incurred during business travel may be reimbursed according to the following rates</i>		
<u>Use of private vehicle mileage</u>	Paved road: Gravel road: Any additional passenger:	\$0.60 / km \$0.70 / km \$0.17 / km
Distance	Calculated as per the CSB travel claim software, or Google Maps	
	Mileage is reimbursed up to the lesser value of the actual amount calculated for mileage and the alternative airfare cost	
<u>Meals</u>	Breakfast Lunch Supper	\$15.00 \$20.00 \$35.00
	Meals taken during Northern travel and exceeding the allocation	Actual cost (with receipt)
<i>Under 12 years old</i>	Breakfast Lunch Supper	\$10.00 \$12.00 \$14.00
<u>Lodging</u>	Private home (with receipt)	\$50.00 per overnight
<u>Incidental</u>		\$20.00 per overnight
<u>Dry cleaning and laundry</u>	When the trip duration is 3 consecutive days or more	\$20.00 per day
<u>Babysitting</u>	For children under 16 years old	Up to \$100.00 per overnight
	Nursing mother who brings a babysitter	Up to \$100.00 per day plus babysitter's meals

Effective Date: July 1 2018

Annex C

Form / Request for Travel Advance



Cree School Board
Commission scolaire crie

Cree School Board Request for Travel Advance

Employee's name	Employee number
Position	Supervisor

Request

I request a travel advance for Business Travel:

Date of travel: from _____ 20__ to _____ 20__

I estimate all reasonable expenses to be incurred during this trip for mileage and meal only at \$ _____

I am attaching a copy of my approved Travel itinerary and travel claim.

Payment and Repayment

Should my Travel advance request be approved,

- 1) I recognize that I must submit a final travel expense claim to justify the approved travel advance within 30 days of the completion of the trip;
- 2) failure to do so, a notice will be sent by Finance and the travel advance will become immediately due and payable to the Cree School Board after 90 days of the presumed completion of the trip, if I do not respond;
- 3) I authorize the CSB to proceed to the payment of the travel advance as follows:
 send me the cheque by mail;
 other instructions: _____

Employee's signature

Date

I approve the Travel advance for an amount of: \$

Budget Code: 000-1-01283-000

Comments:

Coordinator of Finance and Administrative Services *(signature)*

Date