



COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

TRAVEL POLICY

ES - 233

L'UTILISATION DU MASCULIN DANS CE DOCUMENT NE VISE QU'À ALLÉGER LE TEXTE.

Adopté/ Adopted
August 4, 1999
Amended: December 11, 2002
Amended: December 12, 2018

Résolution / Resolution
(C99-08-020)
(C02-12-091)
(C18-12-311)

1. PURPOSE OF THE POLICY

- 1.1. To provide an equitable and ethical framework for administering the public funds at the disposal of the school board ;
- 1.2. To encourage employees to choose the most practical and/or the least expensive way of travelling, and also, to be selective about meetings or workshops they attend;
- 1.3. To reimburse employees equitably for travel expenses incurred during the course of their functions on behalf of the Eastern Shores School Board.

2. APPLICATION OF THE POLICY

- 2.1. This policy applies to all ESSB employees and will be effective as of **January 1, 2019** ;
- 2.2. Anyone found in contravention with this policy will be sanctioned accordingly.

3. TRAVEL PRE-AUTHORIZATION AND REPORT

- 3.1. At least one week prior to each trip, the *PRE-AUTHORIZATION OF TRAVEL EXPENSES* form must be completed and approved :
 - 3.1.1. By the immediate supervisor and the Director/ Coordinator of teachers support personnel or professionals, who requested the travel;
 - 3.1.2. By the Director/Coordinator of principals and administrative agents who requested the travel;
 - 3.1.3. By the Director General for all travel requests by board management staff.
 - 3.1.4. By the Chair for all travel requests by the Director General.

Note: Should travel authorization not be signed prior to travel, ESSB has the right to refuse or delay payment.

- 3.2. Upon their return, staff must complete Appendix D providing a description on the following:
 - how they intend to brief other teachers and/or colleagues in their building on the content of the meeting or workshop;
 - how will this knowledge be reinvested in the workplace in order to benefit the students and meet the goals outlined in the board's commitment to success plan and the school's educational project.

- 3.3. Furthermore, the agenda of the meeting or workshop **must** accompany all reimbursement claims.
- 3.4. A copy of any certificate received must be given to the immediate supervisor and forwarded to human resource services to be placed in the personnel file.

4. REIMBURSABLE EXPENSES

4.1. Transportation

4.1.1 Rates

The School Board will refund travel expenses according to the follow rates:

- **\$0.47**, plus \$0.10 per km per passenger with a maximum of three (3) passengers (\$0.30).
- The point of departure is the place of employment or the place of residence whichever is closest to destination.
- Distances to and from meeting destination should be calculated using Google itinerary and a print out of the itinerary must be attached to travel form.
- Parking and Taxi fees will be reimbursed upon receipt of supporting vouchers.
- Local travel is generally considered to be part of the employee's job and will not be reimbursed (12 km return or less).

4.1.2 Public transportation

Means of transportation (air, train, car rental) is allowed with prior authorization, in accordance with Section 3.1. The original copy of the invoice should be included with the travel claim.

Credit card or debit card receipts are not considered original invoices.

Alternate transportation services offered within the Montreal area should be encouraged as they offer flat rates, which can often times, be less expensive than taxis.

4.1.3 Group travelling

When many employees must travel to a planned activity (such as ESMC, PD day organized by Educational services, etc.), the organizer of the event (or its delegate) can organize the travel for these employees.

4.2. Meals

Meal expenses incurred are refundable without supporting documents taking into account the following constraints:

- During a convention, symposium or any other activity for which meal are included in the registration fee or the cost of the room, the School Board will not reimburse any expenses linked to the fact that the participant did not take advantage of the inclusive meal.
- A copy of the schedule or the registration form **must** be included with the claim.

Meals	Per diem allocated
Breakfast	\$15.00
Lunch	\$20.00
Supper	\$35.00
Total	\$70.00

*** For departure times prior to 6 a.m., breakfast will be reimbursed.
For arrival times after 6 p.m., supper will be reimbursed.**

4.3 Accommodations

4.3.1 Lodging expenses incurred are refundable with supporting documents taking into account the following constraint:

- During a convention, symposium or any other activity for which accommodations are included in the registration fee, the School Board will not reimburse any expenses linked to the fact that the participant did not take advantage of the inclusive accommodation.

4.3.2 The School Board shall pay the cost incurred at hotels, motels or Airbnb accommodations. Staff should endeavor to obtain government or other special rate for accommodation. Rates should remain inferior to **160.00\$ plus taxes** a night. Exceptions to exceed this amount may be permitted with the authorization from immediate supervisor given a particular circumstance or in cases when two people are sharing accommodations.

Original invoices are required.

Credit card or debit card receipts are not considered original invoices.

Note: Please note that calling to make a reservation is, at times, less expensive than reserving on-line.

4.3.3 The school board shall not refund extras incurred at the hotel such as mini bar or movies rentals expenses, etc.

4.3.4 For private accommodations, the School Board shall pay \$50, 00 per night.
Receipts are not required

5. DEROGATION

- 5.1 In general, the maximum amounts refundable amounts for expenses incurred in the course of a staff's functions as specified above prevail. However, higher or lower rates may be established for a special project or professional development activities.

6. TERMS OF REIMBURSEMENT

- 6.1. The Travel Expenses form Appendix C and supporting documents, must be submitted to the Accounts payable department no later than thirty (30) days after returning from each trip;
- 6.2. Travel expenses must be approved by the person (s) who authorized the travel, prior to the payment being issued.
- 6.3. Travel paid by another organization should not be claimed a second time through the school board.

7. POLICY REVIEW

- 7.1 This policy will be reviewed annually or on an as needed basis.

Appendix A – Preauthorization of Travel Expense Form

Commission Scolaire Eastern Shores / Eastern Shores School Board Appendice A / Appendix A Formulaire de préautorisation de frais de voyage / Preauthorization of Travel Expenses Form

Nom/Name:	<input type="text"/>	École/School:	<input type="text"/>
Voyage demandé par / Travel Requested by:	<input type="text"/>	Code budgétaire / Budget code:	<input type="text"/>
Fonction / Function:	<input type="text"/>	Raison du voyage/Reason for travel:	<input type="text"/>
Date de départ / Date of departure:	<input type="text"/>	Heure de départ / Time of departure:	<input type="text"/>
Date de retour / Date of return:	<input type="text"/>	Heure de retour / Time of return:	<input type="text"/>

Voyager par / Travelling by :	<input type="checkbox"/> Location de voiture/Car Rental	<input type="checkbox"/> Véhicule personnel/Personal Vehicle	<input type="checkbox"/> Transports en commun (avion, ferry, Train) /Public Transport (Airplane, Ferry, Railway)
Est-ce que d'autres employés de l'école ou du conseil scolaire sont présents? / Are other employees of the school or school board attending?	<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	<input type="checkbox"/> Je ne sais pas / I don't know
Si oui, est-il prévu de faire du covoiturage? / If so, is it planned to carpool?	<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	<input type="checkbox"/> Si oui, êtes-vous le conducteur ou le passager? / If yes, are you the driver or the passenger?
Nom (s) de la / des personne (s) du covoiturage: / Name(s) of person(s) in carpool: <input type="text"/>			

Les frais de repas sont-ils inclus dans les frais d'inscription à l'activité ou dans les frais d'hôtel? / Are meal expenses included in the activity registration fee or hotel cost?	<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	Si oui, quel repas est fourni? / If yes, which meal is provided? <input type="text"/>
Les frais d'hébergement sont-ils inclus dans les frais d'inscription aux activités? / Are accommodation expenses included in the activity registration fee?	<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	Si oui, combien? / If yes, how much? <input type="text"/>
Avez-vous besoin d'un enseignant suppléant? / Will you require a supply teacher?	<input type="checkbox"/> Oui / Yes	<input type="checkbox"/> Non / No	Si oui, pendant combien de jours (demi / complet)? / If yes, for how many (half/full) days? <input type="text"/>

Estimation des frais de déplacement: / Estimate of travel expenses:

Voyage / Travel:	<input type="text"/>	Repas / Meals:	<input type="text"/>
Hôtel / Hotel:	<input type="text"/>	Inscription / Registration Fee:	<input type="text"/>

<input type="text"/>	<input type="text"/>
Signature de l'employé / Employee Signature	Date
<input type="text"/>	<input type="text"/>
Approbation supérieur immédiat / Immediate Superior Approval	Date
<input type="text"/>	<input type="text"/>
Approbation du coordonnateur/directeur / Coordinator/Director Approval	Date

Remarque: la Commission scolaire Eastern Shores offre une avance sur les déplacements si vous en avez besoin. Appendice B
 Note: The Eastern Shores school Board offers an Advance on Travel (AOT) should you require one. Appendix B

APPENDIX B- Travel Advance Form



Commission Scolaire Eastern Shores
Eastern Shores School Board

Demande d'avance de voyage / Travel Advance Request

Appendice B / Appendix B

Date Soumise / Date Submitted		<p align="center">AVIS IMPORTANT</p> <p>En signant et en soumettant ce formulaire, vous acceptez que les fonds demandés soient utilisés aux fins énoncées dans ce formulaire. Si vous ne fournissez pas de rapport de dépenses avec reçus dans les 30 jours suivant la date de votre retour, une déduction correspondant au montant des fonds avancés sera déduite sur votre salaire.</p> <p align="center">IMPORTANT NOTICE</p> <p>By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form. Failure to provide an expense report with receipts within 30 days of your return date can result in a paycheck deduction to cover the amount of funds advanced to you.</p>	
Nom de l'employé(e) / Employee Name			
Adresse Employé(e) / Employee Address			
Courriel / E-mail			
Téléphone / Phone			
Département / Department			
Destination			
Date de départ / Departure Date			
Date de retour / Return Date			
Raison du voyage / Purpose of Travel			
Total de l'Advance Requise / Total Advance Requested	\$0.00		
Approuvé par / Approved By		Date	
Signature employé(e) / Employee Signature		Date	

Dépenses anticipées / Anticipated Expenses				
Genre de dépenses / Type of Expense	Description des dépenses / Description of Expense	Dépenses quotidiennes (sauf avion) / Daily Expenses (Excl. Airfare)	# jours / # of Days	Total Dépenses / Total Expenses
Avion / Airfare				\$0.00
Transport Terrestre / Ground Transportation			0.47	\$0.00
Frais de conférence / Conference Fees			1	\$0.00
Hébergement / Lodging			1	\$0.00
Repas / Meals			1	\$0.00
Varia / Miscellaneous			1	\$0.00
Total				\$0.00

Réservé au Département des Finances / Reserved for Finance Department	
Numéro facture / Invoice number :	
Numéro de fournisseur / Vendor number :	
Date du chèque / Date of check :	
Code budgétaire / Budget code:	000-1-01511-000
Numéro du chèque / Check number :	

Note: La demande d'avance de voyage peut être télécopiée au service des comptes fournisseurs. La copie originale doit être transmise sans délai.

Note : The travel advance request may be faxed to the accounts payable department. The original copy should be forwarded without delay.

APPENDIX C- Travel Expense Claim Form

Commission Scolaire Eastern Shores / Eastern Shores School Board Appendice C / Appendix C Formulaire de remboursement des frais de déplacement / Travel Expense Claim Form

Nom/Name : _____ # Facture/Invoice # : _____
(Initiales-année-mois-jour et PR-2019-01-25) / (Initials-year-month-day et PR-2019-01-25)

Adresse/Address : _____

Fournisseur/Vendor : _____
 École/School : _____

Fonction /Function : _____ Raison/Reason : _____

Date du Départ/Date of Departure : _____ Heure de départ/Time of Departure : _____

Date du retour/Date of Return : _____ Heure d'arrivée/Time of Arrival : _____

A.

DATE	DESCRIPTION	TRANSP.	LOGEMENT HOTEL	REPAS MEALS	REGIST.	TOTAL
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL		\$ -	\$ -	\$ -	\$ -	\$ -
A TOTAL						\$ -
B INDEMNITE / KM						\$ -
ADVANCE						
GRAND TOTAL						\$ -

B. PRIVATE TRANSPORT PRIVÉ

DATE	DE / FROM	A / TO	#KM	Taux RATE	MONTANT AMOUNT
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
					\$ -
TOTAL					\$ -

Accompagné de / Accompanied by: _____

Code: Projet / Project: Montant / Amount:
 Code: Projet / Project: Montant / Amount:

Signature: _____ Employee _____ Immediate Superior _____ Coordinator / Director

Appendice D / Appendix D

1. How do you intend to brief the other teachers in your school or board staff on the content of the meeting or workshop?

Comment entendez-vous informer les autres enseignants de votre école ou de la commission scolaire du contenu reçu à la réunion ou conférence ?

2. How will this knowledge be reinvested in your workplace in order to benefit the students?

Comment comptez-vous réinvestir les informations reçues dans votre lieu de travail afin d'en faire bénéficier les étudiants?
