 <p>Cree School Board Commission scolaire crie</p>	<h2>Policy on Business Travel</h2>	
	<p><b>Department responsible:</b> Finance  <b>Effective date:</b> September 23, 2003  <b>Amended on:</b> September 14, 2004, March 8, 2006, June 3, 2009, January 1, 2013, February 17, 2016, July 1, 2018, June 11, 2020 and May 1 (April 7) 2022  <b>Approved by:</b> Resolutions #EC 2016-048, 2018-297, 2020-283 and 2022-098</p>	
	<p><b>References:</b></p>	<p>Collective Agreements:</p> <ul style="list-style-type: none"> <li>▪ Teachers</li> <li>▪ Support staff</li> <li>▪ Professionals</li> </ul> <p>By-law #5 / Conditions of Employment of the Management Staff</p>
	<p><i>Other related policies</i></p>	<p><i>Outings (FIN-03)</i></p>

## 1) General Provisions

### [Purpose](#)

1.1. This Policy establishes the procedures and rules for business travel arrangements and the timely payment or reimbursement of the expenses incurred by the elected members and employees traveling within the framework of their duties on behalf of the Board. This Policy also applies to elders, Cree culture & language resources persons, delegates and appointees on committees or events who are required to travel at the request of the Board. In order 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 also applies to travel accomplished in the scope of employees' professional improvement, subject to specific conditions established in the applicable professional improvement policy<sup>1</sup>.

<sup>1</sup> Other policies also refer to certain provisions of this Policy for their application (e.g. SAES-07/ Financial Assistance for Students under the In-Community Adult Education Programs, EDU-03 / Teacher Training Programs under the CSB Professional Development Department)

## [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; as well as a child of any age who became totally disabled before reaching his 18<sup>th</sup> birthday or before reaching his 25<sup>th</sup> 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;
- c) **traveler:** an elected member, an employee, an elder, a Cree culture & language resource person, a delegate or an appointee on committees or events 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 efficiency<sup>2</sup>.

### [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 travel 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.

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<sup>2</sup> As further detailed in section 5

## 4) Travel Itineraries and Travel Arrangements

### [Arrangements/ authorization](#)

**4.1.** A request for a travel itinerary should be completed and submitted to the supervisor for approval at least 48 hours prior to the proposed travelling date (see **Annex A / Request for Itinerary-Business Travel**). Employees and elected members are not allowed to book their own travel arrangements except in case of emergency. No traveler 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.

### [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.

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

The supervisor must be notified of any cancellations as soon as possible and Finance must be provided with the confirmation number or proof of the cancellation.

## 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 as well as avoiding namely unnecessary expenses such as 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 listed<sup>3</sup>.

#### [Other travelers](#)

**5.5.** If a number of travelers travel for the same purposes to the same place, the Board encourages the travelers to use only one private vehicle. As a result, the names of the said persons and their reasons for traveling will have to be indicated

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<sup>3</sup> 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 for itinerary as well as on the travel claim.

on the travel 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.

Taxi / bus / train

**5.7.** The Board will reimburse the cost of a taxi, 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 supervisor must have previously authorized the rental.

Duration

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

**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 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 Finance.

**6) Meals and Other Expenses**

Rates / meals

**6.1.** The Board shall reimburse meal expenses according to the rates established in **Annex B** and in the following situations:

- a) the allowance for breakfast is paid, if the traveler is still or already in transit at 8:30 a.m.;
- b) the allowance for lunch is paid, if the traveler is still or already in transit between 11:30 a.m. and 1:30 p.m.;
- c) the allowance for supper is paid, if the traveler is still or already in transit between 5:30 p.m. and 7:30 p.m.

No receipt is required to claim for meals but the Board may, in certain circumstances, ask for a proof that the trip has actually taken place and the above conditions were met.

The time of departure and time of return of the business trip must be specified on the travel claim.

- [Northern travel](#) **6.2.** For travel in Region 10<sup>4</sup>, all justifiable and reasonable meal expenses exceeding the established rates will be reimbursed by the Board upon presentation of appropriate receipts.
- [Business meal](#) **6.3.** When during a business travel a senior manager needs to also cover meals for other people 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 full days or more. These expenses shall not exceed \$20.00 per day<sup>5</sup> and will be reimbursed only upon presentation of receipts.

## **7) Lodging**

- [630 km](#) **7.1.** A traveler may benefit from lodging expenses (standard room when available or private lodging) when the distance to be travelled by private vehicle to reach the final destination is at least 630 kilometres. The traveler should choose an accommodation as close as possible to his destination.
- [Hotel/motel](#) **7.2.** Reservations for hotel/motel rooms must be made in advance and paid by a travel warrant<sup>6</sup> except in case of emergency. Reimbursement is limited to the cost of a standard room (when available) and the traveler will have to assume any extra cost.
- [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, he must mention that he travels on behalf of the Board, in order to ensure he receives the special corporate rates in effect, if any.

<sup>4</sup> North of the 49<sup>th</sup> parallel including Lebel-sur-Quévillon, Matagami, Chibougamau

<sup>5</sup> Starting on day 4 of the business trip

<sup>6</sup> Where accepted by the establishment

## **8) Excess Luggage**

### [Material and Equipment](#)

**8.1.** The traveler shall be reimbursed upon receipt for reasonable costs paid to an airline for the transportation of material and equipment used for the purpose of his business trip.

## **9) Babysitting Fees**

### [Rates/ babysitting](#)

**9.1.** When an employee or elected member must travel outside his place of residence within the framework of his duties on behalf of the Board and must leave his child under 18 years old without proper supervision<sup>7</sup>, an amount for babysitting fees may be claimed according to the rates established in **Annex B**. Receipts must be signed by the babysitter and are to be attached to the travel claim.

### [Nursing mother](#)

**9.2.** In the case of an employee or elected member who is a nursing mother and who must travel with her child, the Board will assume the travel costs and meals of the babysitter as well as the babysitting fees under clause 9.1 to assist the nursing mother during the business trip. The authorization of the 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 18 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, meals and fees 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 residence at the time of travel.

### [Exception - spouse & other child](#)

**9.4.** No babysitting fees shall be disbursed to the traveler's spouse or children for babysitting except when the child who is babysitting 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 per clause 9.2.

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<sup>7</sup> E.g. single parent, or when the other parent is away for work

## **10) Advances**

### [Advance / requirements](#)

**10.1.** Travelers may get a travel advance if the request is:

- a) authorized by the appropriate supervisor and the Coordinator of Finance;
- b) forwarded to the Coordinator of Finance respecting the accounts payable deadline;
- c) accompanied by the approved request for itinerary and the approved travel advance 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.

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

### [Cancellation](#)

**10.2.** In the event the business travel is cancelled after the advance has been issued, the traveler must reimburse the advance without delay.

## **11) Warrants, Travel Claims and Reimbursement**

### [Copy to Finance](#)

**11.1.** The supervisors must provide the signed travel warrants to Finance as soon as the original copy is signed.

### [Delay to submit](#)

**11.2.** All travel claims for reimbursement must be filled by the traveler and submitted to his supervisor within 45 days after the completion of the trip but no later than July 20 for any travel completed in the previous fiscal year. 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](#)

**11.3.** All claims for travel expenses when approved by the supervisor are forwarded to Finance to the attention of the Office agent.

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

### [Documents to be provided](#)

**11.4.** The traveler must submit the 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 for at least 12 months following the submission of his claim;

**and**

- b) attach the approved request for itinerary.

### [Payment](#)

**11.5.** Finance will process the travel claims with the next payment session if the request is submitted in respect with the accounts payable schedule.

## **12) Personal Accountability / Final Provisions**

- [Negligence](#) **12.1.** 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](#) **12.2.** Any traveler who makes a false declaration on his travel 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 for ensuring that all information on any claim submitted for his travel is accurate.
- [Outings during business travel](#) **12.3.** 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.
- [Cancellation while on route](#) **12.4.** If the reason of the business trip or meeting is cancelled while the traveler is already on route, the Board will reimburse only the expenses incurred to that point and which are necessary to allow the traveler to return home.

## **13) Application of this Policy**

- [Other expenses](#) **13.1.** 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 supervisor.
- [Other provisions](#) **13.2.** The present Policy replaces any other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners policies where applicable.
- This Policy is a complement to the applicable collective agreements and by-laws and is subject to the management right. In case of discrepancy with a collective agreement, by-law or any legislation, these shall prevail.
- [Official version](#) **13.3.** The official version of this Policy is kept by the Secretary-General of the Board.
- [Responsibility](#) **13.4.** Any person referred to in this Policy must abide by all its provisions and all managers of the Board are responsible for ensuring that all its provisions are applied and respected. The Director of Finance 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


### 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: Motif 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 45 days of the end of the trip, but no later than July 20 for any travel completed in the previous fiscal year.**

**Notez que la demande de remboursement de frais de déplacement doit être soumise dans les 45 jours de la fin du voyage, mais sans dépasser le 20 juillet pour tout voyage effectué au cours de l'exercice financier précédent.**

**Annex B**  
*Rates / Business Travel*

 <b>CSB Rates / Business travel</b> <i>Any eligible expense incurred during business travel may be reimbursed according to the following rates</i>		
<b><u>Use of private vehicle mileage</u></b>	Paved road: Gravel road: Any additional passenger:	\$0.65 / km \$0.75 / km \$0.20 / km
Distance	Calculated as per the CSB travel claim software or, if not listed, as per Google Maps	
	Mileage is reimbursed up to the lesser value of the actual amount calculated for mileage and the alternative airfare cost	
<b><u>Meals</u></b>	Breakfast Lunch Supper	\$25.00 \$30.00 \$45.00
	Meals taken during travel in Region 10 <sup>8</sup>	Actual cost (with receipt)
<i>Under 12 years old</i>	Breakfast Lunch Supper	\$16.00 \$18.00 \$23.00
<b><u>Lodging</u></b>	Private home (with receipt)	\$75.00 per overnight
<b><u>Incidental</u></b>		\$25.00 per overnight
<b><u>Dry cleaning and laundry</u></b>	When the trip duration is 3 consecutive full days or more	\$20.00 per day (starting on day 4)
<b><u>Babysitting for employees and elected members only</u></b>	For children under 18 years old	Up to a maximum of \$125.00 per day plus \$50.00 per day for each additional child
	Nursing mother who brings a babysitter	Up to \$125.00 per day plus babysitter's meals

**Effective Date: May 1, 2022**

<sup>8</sup> North of the 49<sup>th</sup> parallel including Lebel-sur-Quévillon, Matagami, Chibougamau