

	<h2>Policy on Outings</h2>	
	<p>Department responsible: Finance and Administrative Services Effective date: November 1, 2004 Amended on: January 1, 2013 February 17, 2016 and December 8, 2017 and June 20, 2018 Approved by: Resolution #EC 2016-049, EC 2017-526 and EC 2018-335</p>	
	<p>References:</p>	<p>Council Policy Manual E - Mega End, EL - General Executive Constraints, EL-2, EL-3, EL-4</p> <p>Collective Agreements:</p> <ul style="list-style-type: none"> ▪ Teachers (T) ▪ Support staff (S) ▪ Professionals (P) <p>By-law / Working Conditions of senior and management staff</p>
<p><i>Other Policies</i></p>		<p><i>Business travel (FIN-02)</i></p>

1) General provisions

[Purpose](#)

1.1. The purpose of this Policy is to outline the rights and obligations of the Cree School Board and its employees concerning the outings, as set out in the collective agreements and by-laws in effect. It namely establishes the procedures and rules for the travel arrangements and the timely payment or reimbursement of the expenses incurred during outings.

The Board recognizes that the primary interest of students and their instructional time shall prevail and when outings are taken, it shall as much as possible respect this principle.

[Application eligibility](#)

1.2. This Policy applies to all categories of personnel employed by the Board and their dependent(s) having their point of origin at a distance greater than 50 kilometres from their place of assignment in a Cree community and entitled to outings according to a collective agreement or by-law in effect.

[Scope of application](#)

1.3. This Policy shall be applied to the extent that it does not conflict with the collective agreements and by-laws in effect, where more detailed and/or additional provisions may have been established.

[Definitions](#)

1.4. 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 child of the employee, of an employee's spouse or both, or a child living with the employee for whom adoption procedures have been undertaken, unmarried, who depends on the employee for his financial

support and who is under 18 years of age; every child under 25 years of age who is 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 duly registered student attending a recognized learning institution on a full-time basis and has remained continuously disabled ever since.

Moreover, the fact that a child attends preschool or elementary school declared to be of public interest in a locality other than the employee's place of residence shall not remove his status of dependent when no school recognized of public interest, preschool or elementary, as the case may be, is accessible in the child's language of instruction (French or English) in the locality where the employee lives;

(T: 5-10.02 & 12-1.01 / S: 6-6.01 / P: 10-1.01)

- c) **dependent:** the spouse and dependent child as defined in 1.4 b) and e) and any other dependent as defined in the Taxation Act provided that the latter resides with the employee. The fact that a child attends a secondary school declared to be of public interest situated elsewhere than in the employee's place of residence shall not nullify his status as dependent if no public secondary school is accessible where the employee lives;
- d) **point of departure:** domicile in the legal sense of the word at the time of engagement. The point of departure may be modified by an agreement between the Board and the employee subject to it being situated in one of the localities of Quebec;
- e) **spouse:** persons:
 - i) who are married and cohabiting; or
 - ii) who are living in a conjugal relationship and are the father and mother of the same child; or
 - iii) who are of the opposite or the same sex and have been living in a conjugal relationship for a period of not less than one year.

However, persons shall cease to be considered as spouses upon dissolution of their marriage through divorce or annulment or, if they are married or living in a conjugal relationship, upon a de facto separation for a period exceeding 3 months;

- f) **traveler:** a Board employee or one of his dependent(s)¹ entitled to outings and who is traveling for that purpose.

2) Application

[Number of outings](#)

2.1. The eligible employee as determined in the applicable working conditions and each of his dependents are entitled to the reimbursement of a maximum of 3 outings per school year, per person, prorated on the duration of the assignment when necessary.

¹ Including the person to whom an outing was transferred under section 9.

[Medical evacuation / death](#)

2.2. When the employee's or one of his dependents' health condition requires a medical evacuation, it may be necessary to take one of their outings when their health insurance plan does not cover such situation.

The Board will reimburse as provided for in the working conditions the cost of transportation of an urgent medical evacuation under specific conditions. The Board will not otherwise pay or reimburse non-urgent medical evacuations. The same rule applies in the case of serious illness or death of an immediate family member (other than a dependent) or any other similar situations.

[Taxation](#)

At the request of an employee, the Board may exclude as a taxable benefit an annual outing prescribed in the employee's working conditions when used for medical reasons. The Board will proceed accordingly provided the request is forwarded to HR by the employee before December 31st of the year concerned, and this subject to applicable tax laws. The Board is, however, not responsible for any damages or penalties incurred by the employee should the excluded benefit is afterwards considered as taxable by the tax authorities.

[Cost efficiency/ expenses receivable](#)

2.3. Once the eligible outings have been determined according to the provisions of this Policy, the traveler's chosen mode of travel available and related expenses shall be done in the most reasonable and cost effective manner. All payments or reimbursements for outing expenses are intended to indemnify the eligible traveler for direct and necessary expenses incurred during an outing.

[Travel time](#)

2.4. For outing purposes, the employee shall travel outside his working hours.

[Taxes](#)

2.5. Rates for outing expenses established in this Policy include taxes, when applicable.

[Evidence / receipt](#)

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

3) Travel itineraries and travel arrangements

[Arrangements / authorization](#)

3.1. A travel itinerary (see **Annex A**) should be submitted to the supervisor for approval at least 20 working days prior to the proposed travelling date in order namely to secure seats on flights, etc. No individual may authorize his own travel itinerary.

[Travel warrants](#)

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

[Own arrangements](#)

A traveler may book his own travel arrangements for air travel². The employee will in this case pay for the airfare and claim reimbursement after the completion of the trip. The boarding pass and a proof of payment must be submitted with the reimbursement claim. In no case should the airfare cost more than if the Board had made the travel arrangements.

² Economy class.

[Modification](#)

3.2. When travel arrangements are done by the Board³, the traveler cannot change them except for a valid reason (medical, death in the family, etc.), in such case the corrections must be made to the travel itinerary and initialled by the person who approved the travel itinerary, 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 supervisor must be notified of any cancellations as soon as possible.

4) Transportation

[Rates /
transportation](#)

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

[Limit /
reimbursement](#)

4.2. The Board shall not oblige a traveler to use a specific mode of transportation. However, the Board shall not reimburse for any mileage and related expenses above the equivalent airfare with related expenses.

By road

[Private vehicle](#)

4.3. The use of a private vehicle for the distance covered from the place of assignment to the point of departure is reimbursed according to distances established by the Board's "Travel Claim Software" or by or Google Maps for all points not listed, using the most direct route⁴.

[More than one
traveler](#)

4.4. When the employee travels with his dependent(s), only 1 expense claim shall be made and the dependent(s) traveling will be deemed to have used an outing for the said trip.

[Taxi](#)

4.5. The expenses incurred for a taxi by an employee and his dependents to go and return from an airport, train station or bus terminal shall be reimbursed upon presentation of the original receipt.

The use of a second taxi may be authorized, when the number of dependents justifies it.

[Bus/train](#)

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

By air

[Charter](#)

4.7. The Board may charter a plane for outing purposes when required.

[Priority / charter](#)

4.8. In the case where there are fewer seats on a charter than travelers requesting to use an outing, seats shall be awarded on the first request, first serve basis.

³ When travel arrangements are done by the employee, any changes incurring penalty will be at his own expenses.

⁴ However, a traveler may use another route than Route du Nord for safety reasons but it must be indicated on the request for outings and pre-approved as well on the travel claim.

[Unused tickets](#)

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

5) Meals and other expenses

[Rates / meals & incidentals](#)

5.1. 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 proof that the trip has actually taken place.

[Incidentals](#)

5.2. Incidentals shall only be reimbursed when travel requires an overnight stay, away from the traveler's place of assignment and only to travelers 12 years or older.

6) Lodging

[630 km](#)

6.1. A traveler may benefit from lodging expenses only insofar as the distance to be travelled by private vehicle is at least 630 kilometres.

[Travel warrant](#)

6.2. Reservations for hotel/motel rooms may be made in advance and paid by travel warrants.

[Warrant restriction](#)

6.3. The travel warrant restrictions must be respected and meals and telephone charges must be paid by the traveler.

[Private residence](#)

6.4. The Board will reimburse a traveler for each overnight stay in a private residence according to the rate established in **Annex B**, but only for travelers of 12 years old and over.

7) Excess luggage⁵

[45 kg](#)

7.1. The employee shall be reimbursed, upon presentation of supporting vouchers, for the transportation of personal effects⁶ and those of his dependents, up to a maximum of 45 kilograms per person, once a year during an outing. Any other excess of weight for luggage and personal effects as per airline regulations shall be paid by the traveler.

T: 12-4.04 / S: 6-6.16 / P: 10-4.04

8) Disruption of outing

[Indemnity](#)

8.1. In the event an employee cannot use his outing, which was already authorized, for the reason that the Board requested that he work during this period, the Board shall defray any cancellation costs incurred by the said employee and his dependent(s) and allow the deferral of his outing.

⁵ It can be taken anytime during the year.

⁶ Transportation of pets is not eligible.

9) Transfer of outings

[Eligibility](#)

9.1. No outing shall be transferable to others, except that one (1) outing may be used by the employee's nonresident spouse or child or his father, mother, brother or sister to visit the employee, as provided in the collective agreements and the by-laws in effect. The employee shall notify the Board in writing of the said transfer at the time of submission of his outing request. Expenses incurred by the person to whom the outing was transferred shall not exceed what it would have cost for the employee to travel between his point of hiring and his place of assignment.

T: 12-4.05 / S: 6-6.14 F) / P: 10-4.05

10) Warrant, travel expense claims and reimbursement

[Copy to Finance](#)

10.1. The supervisors must issue the appropriately completed travel warrants to Finance and Administrative Services on a weekly basis (original copy).

[Delay to submit](#)

10.2. All travel expense claims for reimbursement must be filled by the employee and submitted to his supervisor within 30 days after the completion of the trip.

[Approval / travel claims](#)

10.3. All claims for travel expenses when approved by the employee's supervisor are forwarded to Finance and Administrative Services to the attention of the Office agent.

No individual may authorize his own travel expenses claim for an outing⁷.

[Documents to be provided](#)

10.4. The employee must:

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

and

- b) attach the approved travel itinerary to his travel claim.

[Deadlines and taxable benefit](#)

10.5. Due to taxation and budgetary constraints, the following deadlines to submit a duly completed travel expense claim shall be respected to ensure proper recording of the outing:

- a) any travel expense claim for an outing taken before June 30, shall be submitted duly completed before July 20;
- b) any travel expense claim for an outing taken between July 1 and December 31 shall be submitted before Pay period #12 (end of November). For the Christmas outing, the employee may submit a travel claim before Pay period #12 for the total expenses incurred or to be incurred during the outing although it is yet to take place.

⁷ Unless otherwise authorized by By-law.

The final travel expense claim must be received duly completed; otherwise, all outstanding costs that remain unpaid will be transferred to the next taxation year.

[One single claim](#) **10.6.** Only the employee may claim the reimbursement of outing expenses. Expenses incurred for his dependent(s) or for a transferred outing as per section 9 must be submitted in the name of the employee and clearly state the name of the traveler (and his relationship) for whom he is claiming.

11) Out of province

[Principle](#) **11.1.** An employee recruited outside the province of Québec is entitled to the same outing benefits described above but not exceeding the lesser of the following amounts:

- a) the equivalent of the cost of a return regular flight from the place of assignment to the domicile at the time of hiring;
- b) the equivalent of the cost of a regular return flight from the place of assignment to Montréal.

[Extension](#) However, notwithstanding this limit, the Board has temporarily extended this benefit and will reimburse transportation and transit expenses incurred to reach the domicile at the time of hiring up to a maximum of 2 outings per year per traveler⁸.

12) Final provisions

[No accumulation](#) **12.1.** Outings are not cumulative and cannot be carried over the next school year.

[Extended outing](#) **12.2.** In the event a traveler is obliged to extend the period of travel days due to weather or other unforeseen events, the Board⁹ may, on a case-by-case basis, defray the additional costs. In such a case, the employee shall submit with the travel expense claim, appropriate justification and supporting documentation.

[Insurance](#) **12.3.** The traveler is responsible for obtaining, at his own expense, sufficient insurance while traveling, namely to cover his personal effects, luggage, etc. The Board does not accept any responsibility for any loss or damages.

[False declaration](#) **12.4.** Any employee who makes a false declaration on his travel expense claim is subject to a disciplinary measure or appropriate sanctions including dismissal. The employee remains responsible to ensure that all information on any claim submitted for his outings is accurate.

[Negligence](#) **12.5.** Any traveler who, because of his own negligence, causes damages (e.g. to his hotel room, etc.) shall be held personally liable for all costs incurred by his negligence. In the case the Board is charged for such costs, it may retain any amount paid on any sum due to the traveler.

⁸ As per resolution CC 2014-086

⁹ The Director of Human Resources along with the Director of Finances

13) Application of this Policy

[Previous provisions](#)

13.1. The present Policy replaces all other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners Policies/Ends where applicable.

[Official version](#)

13.2. The official version of this Policy is kept by the Secretary-General of the School Board.

[Responsibility](#)

13.3. Any person referred to in this Policy must abide by all its provisions and all managers of the School Board are responsible for ensuring 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

Request for outings / Form



Request for Outing / Demande de sortie

Name of the employee: Nom de l'employé:	Position: Poste:
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Name(s) of the traveler(s) / Nom du ou des voyageur(s):	
1)	5)
2)	6)
3)	7)
4)	8)

Transportation / Transport				
Travel date Date de voyage	From / De	To / À	Means of travel / Moyen de transport	Means of payment Mode de paiement

Accommodation / Hébergement		
Date(s)	Preference of hotel or other / Préférence d'hôtel ou autre	Means of payment Mode de paiement

Comments/ Commentaires : _____

"I, the undersigned, declare that I have read and understood the CSB *Policy on Outings* and I am in agreement with its conditions and obligations and will abide by them."
 « Je, soussigné, déclare avoir lu et compris la *Politique sur les sorties* de la Commission et être d'accord avec ses conditions et obligations et que je les respecterai. »

Employee's signature / Signature de l'employé

For office use only / Pour usage interne	
Budget Code / Code budgétaire:	
Date:	
Approved by / Approuvée par:	

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

Annex B

Rates / Outing expenses

CSB Rates / Outings <i>Any eligible expense incurred during an outing may be reimbursed according to the following rates</i>		
<u>Use of private vehicle</u> <i>mileage</i>	Paved roads:	\$0.60 / km
	Gravel roads:	\$0.70 / km
	Any additional passenger:	\$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> <i>12 years old and over</i>	Breakfast	\$15.00
	Lunch	\$20.00
	Supper	\$35.00
<i>Under 12 years old</i>	Breakfast	\$10.00
	Lunch	\$12.00
	Supper	\$14.00
<u>Lodging</u>	Private home (with receipt) <i>For a traveler 12 years or older only</i>	\$50.00 per overnight
<u>Incidental</u>	<i>For a traveler 12 years or older only</i>	\$20.00 per overnight

July 1, 2018