

 <p>Cree School Board Commission scolaire crie</p>	<h1>Policy on Outings</h1>	
	<p>Department responsible: Finance and Administrative Services Effective date: November 1, 2004 Amended on: January 1, 2013 February 17, 2016, December 8, 2017, June 20, 2018 and June 11, 2020 Approved by: Resolution #EC 2016-049, EC 2017-526, EC 2018-297 and EC 2020-283</p>	
	<p>References:</p>	<p>Collective Agreements</p> <ul style="list-style-type: none"> ▪ Teachers ▪ Support staff ▪ Professionals <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 departure 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) **assignment:** the expected duration of the working relationship during any given year;
- b) **child:** the child of the employee, of the employee's spouse or both, or a child living with the employee for whom adoption procedures have been undertaken, unmarried or not joined in civil union, 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 since that time¹.

- i) 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 or if no public secondary school is accessible where the employee is assigned.
- ii) Moreover, a child aged 25 or younger is also considered as having the status of dependent child, provided he meets the following 3 conditions:
 - the child attends, on a full-time basis, a post-secondary institution recognized of public interest elsewhere than in the place of assignment of the employee;
 - the child had, during the 12 months prior to his post-secondary education program, dependent status;
 - the employee provided supporting documents to prove that the child is pursuing, on a full-time basis, a post-secondary education program, namely, proof of registration at the beginning of the session and proof of attendance at the end of the session;
- c) **dependent:** the spouse and dependent child as defined in clause 1.4 b) and e) and any other dependent as defined in the Taxation Act provided that the latter resides with the employee;
- 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 parents 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;

¹ Defined as per the applicable working conditions

- f) **supervisor:** the person responsible for the supervision of a traveler at the budgetary level or his authorized replacement;
- g) **traveler:** a Board employee or one of his dependent(s)² 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 to return to his point of departure. However, in the situation of a child attending an institution outside the community of assignment as per 1.4 b) i) or ii), the outing is from the place of study³ to the community of assignment of the employee. In this case, transportation costs allocated to this dependent child under other programs shall be deducted accordingly.

[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

² Including the person to whom an outing was transferred under section 9.

³ Up to a maximum of what it would have cost for the dependent to travel between the employee's point of departure and place of assignment.

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 travel⁴. 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.

Modification

3.2. When travel arrangements are done by the Board⁵, 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.

Allocation / Teachers- youth sector

3.3. The allocation of outings for teachers at the youth sector is based on the duration of the assignment for a given school year and determined as follows :

- for an assignment of 80 working days and less: 1 round trip
- for an assignment between 81 and 120 working days: 2 round trips
- for an assignment of more than 120 working days: 3 round trips.

The .5 round trip at the beginning and at the end of the school year will be taken from the teacher's total allocation.

Allocation / Teachers – SAES

3.4. A teacher at the Adult Education⁶ sector or Vocational Education sector is entitled to the benefits (prorated) as established in section 3.3, by making the necessary adaptation.

⁴ Economy class.

⁵ When travel arrangements are done by the employee, any changes incurring penalty will be at his own expenses.

⁶ Extended by resolution of the Council of Commissioners

[Allocation / employees other than teachers](#)

3.5. The allocation of outings for employees other than teachers is based on the duration of the assignment for a given school year and determined as follows :

- for an assignment of 100 working days and less:1 round trip
- for an assignment between 101 and 150 working days:2 round trips
- for an assignment of more than 150 working days:3 round trips.

[Christmas/ Goose break](#)

3.6. A trip may be granted to employees hired for less than 80 working days, when the Christmas holidays or Goose break falls during their assignment.

[Reimbursement / surplus](#)

3.7. In the event the assignment ends prematurely, if the employee (or his dependent) is in a position of having used more outings than those to which he was entitled based on the applicable ratio, the cost of the surplus outings must be reimbursed to the Board or deducted from any other amount owed to the employee by the Board.

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 route⁷.

[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.

⁷ 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.

[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.

[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** 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 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 luggage⁸

[45 kg](#) **7.1.** The employee shall be reimbursed, upon presentation of supporting vouchers, for the transportation of personal effects⁹ and those of his dependents,

⁸ It can be taken anytime during the year.

⁹ Transportation of pets is not eligible.

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.

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.

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 departure and his place of assignment.

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 outing¹⁰.

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.

¹⁰ Unless otherwise authorized by By-law.

[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.

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 traveler¹¹.

12) Final provisions

[No accumulation](#)

12.1. Outings are not cumulative and cannot be carried over the next school year.

[Additional expenses](#)

12.2. In the event a traveler is obliged to extend the period of travel days due to weather or other unforeseen events, the Board¹² 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.

¹¹ As per resolution CC 2014-086

¹² The Director of Human Resources along with the Director of Finances

[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.

13) Application of this Policy

[Previous
provisions](#)

13.1. The present Policy replaces any other Policies of the Board pertaining to this subject, while respecting the Council of Commissioners policies where applicable. If there is any conflict between this Policy and a collective agreement or any legislation, the latter shall prevail.

[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

<i>For office use only / Pour usage interne</i>	
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.
 Notez 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
<i>Under 12 years old</i>	Supper	\$35.00
	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