



Directive on Business Travel for Elected Representatives

Department responsible: Finance	Approved by: _____ Director-General
Effective date: January 1 st 2003	Amended: July 1, 2001, December 7, 2004, July 1, 2008, July 1, 2011, August 30 th , 2011, June 28, 2013 March 20, 2015 and December 5, 2018
Reference: Policy CC 1999-00-5, 2000/01-21, 2003/04-05, 2006/07-24, 2006/07-25, 2007/08-02, 2007/08-62, 2010/11-39, 2014/15-56 and 2017/18-38 Support staff collective agreement: Annex XVI Management: Directive on Recuperation HR-02	Budgetary code: 307

Underlined article numbers identify provisions already adopted by the Council of Commissioners

1. Premises

1.1 purposes This directive sets the rules pertaining to the payment or reimbursement by KSB, to its elected representatives, of the expenses incurred by them while traveling for business purposes.

This directive also sets the rules pertaining to the accomplishment of business travel.

1.2 definitions In this directive, the following expressions are defined as:

- a) **business travel:** any form of travel on a short or long distance, required by KSB for professional purposes;
- b) **elected representative:** a school commissioner, an education committee member or the Kativik Regional Government representative sitting on the Council of Commissioners;
- c) **location of meeting:** the location where the elected representative has to go for meetings, work or business purposes, which is not in his community of residence;
- d) **Transport Services:** the Kativik School Board Transport Services, located in Dorval.

2. General principles

- 2.1 [application](#) This directive applies to all KSB elected representatives (hereinafter called the “travelers”).
- 2.2 [principle of payment](#) The basic principle of all payments or reimbursements for travel expenses is to indemnify the traveler for direct and necessary expenses incurred. This indemnification is not, at any time, to be considered as a form of compensation or remuneration for traveling on behalf of KSB.
- 2.3 [expenses covered](#) The only travel expenses which may be authorized are those considered necessary for the accomplishment of the elected representative’s duties or mandate.
- 2.4 [room services](#) Personal expenses such as room service, movie channel, alcohol, laundry and personal telephone calls may not be charged to KSB.
- 2.5 [obligation to be cost-effective](#) All travel must be effected in the most efficient and cost-effective manner possible.
- 2.6 [promotion of the Nunavik economy](#) Subject to section 2.5, all travel arrangements should strive to call on the services of Inuit travel agencies, Inuit transportation companies and other Inuit businesses (hotels, taxis, etc.) whenever possible and cost comparable so as to promote the Nunavik economy.
- 2.7 [approval of travel expenses](#) All elected representatives’ travel expenses claims shall be approved by the Director-General.
- 2.8 [travel outside Canada](#) For business travel expenses incurred outside Canada, all allowances are payable at par, in US currency. Two separate travel claims should be filled, using only one currency per claim.
- 2.9 [taxes](#) Amounts for travel expenses covered in this directive include taxes, when applicable.

3. Required authorization to travel

- 3.1 [necessary form](#) Any elected representative who needs to travel for business purposes must ask the Administrative Assistant at the General Administration to submit to Transport Services a "Request for Travel Arrangements", as shown in **Annex A**.
- 3.2 [least expensive means of transportation](#) For all types of travel, the traveler is required to use the least expensive means of transportation available. He may be authorized to use the airplane, bus, train, taxi, rental car, personal vehicle or snowmobile.

- 3.3 [modifications to travel arrangements](#) Should the traveler modify his travel arrangements, he must notify the Administrative Assistant at the General Administration as soon as possible.
- 3.4 [maximum reimbursable](#) Should the traveler's choice of transportation be other than the least expensive one, he shall be reimbursed only the equivalent cost of the least expensive of the following means of transportation listed in section 3.2 and available to get to his destination.
- 3.5 [other arrangements](#) The traveler may settle with the Director-General on any other travel arrangements to better suit his needs, as long as it does not cost more than the cost of the hotel room when arranged by KSB.

Procedure

- 3A) [necessary request for travel](#) For commissioners' travels and education committee members' travels, all requests for travel arrangements are filled by the Administrative assistant at KSB's General Administration.
- 3B) [send request 10 days prior to departure](#) To avoid any additional costs, the request for travel arrangements should be received by Transport Services at least 10 days before departure.

4. Air transportation

- 4.1 [use of charters](#) The General Administration may organize charters when scheduled flights cannot accommodate the travel needs of the travelers and when the additional costs are countered by appropriate savings in accommodation expenses.
- 4.2 [excess baggage](#) KSB shall not prepay nor reimburse expenses incurred for excess baggage. However, should KSB material be carried in excess of the usual elected representative's luggage, the Director-General may pre-authorize it.

Procedure

- 4A) [ticket delivery](#) The traveler's ticket is delivered to the airline counter.
- 4B) [maximum luggage free of charge](#) First Air accepts 2 pieces of luggage but restrictions may apply on their dimensions. The traveler should check with the airline before departure.

Air Inuit accepts 2 pieces of luggage but restricts the weight to 30 kg for the Montreal/Kuujuaraapik route and 20 kg everywhere else in Nunavik.
- 4C) [confirmation before departure](#) In all cases, the traveler has to confirm his reservations with the airline at least 24 hours prior to his departure.
- 4D) [presence at the airport](#) The traveler has to be present at the airline counter at least one (1) hour before departure to avoid cancellation of his trip by the airline company.

5. Ground transportation

- 5.1 [in nunavik](#) Expenses incurred by a traveler for transportation in a Nunavik community from and to the airport are reimbursed only when a taxi service is used.
- 5.2 [in the south](#) Ground transportation expenses are reimbursed for traveling between:
- a) the airport and the hotel;
 - b) the hotel or the airport and the location of a meeting.
- 5.3 [business purposes only](#) Under no circumstances shall a traveler claim for the use of ground transportation when effected for personal reasons or for events not related to KSB activities.

Use of personal vehicle

- 5.4 [rates applicable](#) The allowance for use of a personal vehicle is set in **Annex B**.
- 5.5 [maximum daily rate](#) A traveler using a personal vehicle for long distance travel during the same day, receives the full rate for the first 200 km and a lower rate for kilometrage exceeding the daily maximum, as described in **Annex B**.
- 5.6 [maximum monthly rate](#) A traveler using a personal vehicle on a frequent basis receives the full rate for the first 600 km done in a 30 day period and receives a lower rate for kilometrage exceeding the monthly maximum, as described in **Annex B**.
- 5.7 [responsibility to declare the monthly distance](#) It is the sole responsibility of the traveler to make sure that he does not claim the full rate when his monthly 600 km limit is attained. Omission to do so may constitute a false declaration (see article 12.2 below).
- 5.8 [parking fees](#) KSB reimburses parking fees incurred by elected representatives during the course of their duties.

Car rental

- 5.9 [reservation](#) Should a rental car be needed, the traveler must indicate it on the "Request for Travel Arrangements" form. Transport Services makes the reservation as per the request.
- 5.10 [expenses reimbursed](#) A traveler who rents a vehicle is reimbursed for expenses actually incurred for gasoline, with receipts.
- 5.11 [for meetings](#) A Commissioner may rent a vehicle in a locality where a meeting takes place, to provide collective transportation of commissioners, if need be, providing he has a valid driving license.

Procedure

- 5A) [vehicle rental](#) Transport Services makes the reservation for car rentals, only when necessary for the accomplishment of the traveler's business duties.
- Should a traveler himself rent a car, he must make sure to have a valid driver's license and all the necessary insurance coverage and protection.
- 5B) [reimbursement for public transportation](#) When ground transportation is provided by public transportation, the traveler pays for it and claims for reimbursement upon presentation of a receipt.

6. Allowance for lodging

- 6.1 [application](#) Expenses incurred by a traveler for lodging at a hotel or in a private residence are paid according to the rates established in **Annex B**.
- 6.2 [arrangements](#) For lodging in Nunavik, the arrangements are made by the Centre Director. For lodging in the South, arrangements are made by the Administrative Assistant at the General Administration.
- 6.3 [cases where own arrangements are made](#) Exceptionally, a traveler may make his own lodging accommodation arrangements.
- 6.4 [house rental](#) When sufficient accommodation is not available in the community, it is possible to rent a non KSB house according to the rates established in **Annex B**.

Procedure

In Nunavik

- 6A) [request for accommodation](#) Where accommodation is needed while traveling in Nunavik, the traveler must indicate it on the "Request for Travel Arrangements" form. Transport Services will transmit the request to the Centre Director of the community where the traveler needs accommodation.
- 6B) [arrangements for accommodation in private residences](#) If the traveler wishes to be lodged in a private residence he may make the lodging arrangements himself or ask the Centre Director to make the arrangements.
- 6C) [payment to the host](#) For all accommodations in private residences, the Centre Director of the host community is responsible for processing the claim (**see Annex C**), sending it to the Finance Department for authorization and then making the appropriate payment to the host.

In the South

- 6D) [arrangements](#) For hotel accommodations while on business travel in the South, arrangements are made by the Administrative Assistant at the General Administration.
- 6E) [payment to the host](#) When accommodation is provided by a host in a private residence, the traveler has the responsibility to indemnify his host and claim for reimbursement.

7. Allowance for meals

- 7.1 [rates applicable](#) The allowance for meals is set forth in **Annex B**.
- 7.2 [breakfast](#) If the traveler is still in transit at 7:00 a.m., the breakfast allowance is paid.
- 7.3 [lunch](#) If the traveler is still traveling between 11:30 a.m. and 1:30 p.m., the lunch allowance is paid.
- 7.4 [supper](#) If the traveler is still traveling between 5:30 p.m. and 7:30 p.m., the supper allowance is paid.
- 7.5 [cases where meal expenses can be claimed](#) Meal expenses are reimbursed only if a meal was not otherwise provided, at no cost, in the course of the travel (on a plane, at a banquet, by an organization or otherwise).
- 7.6 [meals taken at the hotel](#) Payment of meal or other consumption taken in a hotel must be paid by the traveler before leaving the hotel. It may not be charged to KSB.

Procedure

- 7A) [lodging and meals](#) When a traveler's lodging in Nunavik includes meals, the host is paid directly for meals by the Centre Director.
- 7B) [travel claim](#) When lodging doesn't include meals, the traveler claims his meals by filling a travel expense form (see section 9 below)

8. Other expenses

- 8.1 [incidental fee](#) For each day spent away from his home community for Board purposes, KSB pays the traveler an incidental fee as established in **Annex B**.
- 8.2 [baby-sitting](#) A maximum of \$40.00 per day, per child up to 10 years old, is reimbursed for baby-sitting costs incurred by a commissioner who is a single parent for the purpose of attending Council of Commissioners or Executive Committee meetings only. These expenses shall not have been incurred with a community day care centre or with a person residing with the commissioner. Receipts must be submitted.
- 8.3 [telephone](#) To cover the cost of all and any telephone calls that the members of the Council of Commissioners and Executive Committee may have to make in relation to attending Board meetings in the South or in the North, each member shall be entitled to a \$50.00 allowance when attending Board meetings in the South and to a \$20.00 allowance when attending Board meetings in the North.
- 8.4 [other expenses in the south](#) For each travel South, KSB pays Commissioners and Executive Committee members a fee of ten (\$10.00) dollars for the entire length of the trip to cover other expenses.

9. Travel claims

- 9.1 [approval of travel claims](#) All travel claims for business expenses should be approved and signed by the Director-General and forwarded to the Director of Finance for payment.
- 9.2 [deadline to submit a travel claim](#) All claims for reimbursement must be submitted within sixty (60) days after the completion of the trip, failing which KSB may refuse to reimburse the travel expenses.

However, the claims for reimbursement related to December must be submitted before January 31st of the following year. Failure to submit the claim within that delay could disqualify the employee from receiving reimbursement.

Procedure

- 9A) [form to be used](#) All requests for the reimbursement of travel expenses must be submitted on the appropriate travel claim form.
- 9B) [signature and original receipts](#) The travel claim must be signed by the traveler and submitted with all the original receipts to support the expenses claimed.
- 9C) [send to finance department](#) The claim and all pertinent documents approved by the Director-General must be sent to the KSB head office to the Finance Department.

10. Travel advances

- 10.1 [only case where a travel advance is possible](#) Travel advances may be provided to an elected representative only if authorized by the Director-General and the Director of Finance. KSB may authorize up to 80% of the anticipated costs, which must represent a minimum of \$150.

11. Insurance

- 11.1 [personal effects](#) The traveler is responsible for obtaining, at his own expense, sufficient insurance to cover his personal effects while traveling on business trips. KSB does not accept any responsibility for loss or damage caused to the traveler's luggage.
- 11.2 [life insurance](#) When air travel arrangements are made through KSB services, the traveler is automatically covered by the travel agency's insurance in case of an accident. For more information, contact the FCNQ travel agency.

12. Elected representative's responsibility

- 12.1 [liability of the elected representative](#) Any elected representative who, because of his own negligence, does not perform the duties for which he was traveling, may be held personally liable for all costs incurred by his negligence.

- 12.2 [falsified claims](#) An elected representative who knowingly makes a false declaration or claim for an expense that was already paid or reimbursed to another claimant may be subject to appropriate sanctions and payment of administration fees.

Procedure

- 12A) [possible credit](#) If the traveler does not use his transportation tickets, the unused tickets should be sent as soon as possible to Transport Services for credit and reimbursement by the airline company.
- 12B) [hotel cancellation](#) The same principle applies to hotel reservations. The traveler must advise the hotel of any modifications to the reservation so that no charges are levied when the hotel room is not used.

13. Final provisions

- 13.1 [exceptional expenses](#) Under special circumstances, the Director-General may authorize the reimbursement of other exceptional expenses upon presentation of the relevant receipts.

14. Application of this directive

- 14.1 [prior provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 14.2 [responsibility](#) Any person referred to in this Directive must abide to 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 is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.

AnnexA



Request for travel arrangements Demande d'arrangements de voyage

This is not an authorization for leave of absence/ Ceci n'est pas une autorisation pour une absence

Department/Service		<i>;</i> <i>Date Birth/Naissance</i> (yr-mth-day/an-mois-jour)	Date:	_____
<i>Name of passengers/</i> <i>Noms des passagers:</i>	(- -)		TeI	_____
	(- -)		Cell	_____
	(- -)		Othlout	_____
	(- -)		Fax:	_____
	(- -)		Email/ Courr.	_____

Travel Itinerary/Itimfraire de voyage

Date	From/De	To/A

No item / Pas de l'item:

Required Services / Services demandés	Code Budgetaire:
<input type="radio"/> Accommodation required in Nunavik/ Hebergement requis au Nunavik <input type="radio"/> Pick-up at airport (Nunavik) Transport de l'aéroport (Nunavik) <input checked="" type="radio"/> Transport to airport (Nunavik) Transport vers l'aéroport (Nunavik) <input type="radio"/> Other/Autre (Specify/specifiez)	<input type="radio"/> 102 Social trips/ Voyages sociaux <input type="radio"/> 106 Social trips outside QC/Voyages sociaux hors QC <input checked="" type="radio"/> 301 Pedagogical days / journées pédagogiques <input type="radio"/> 307 KSB person/ employé CSK <input type="radio"/> 308 Non KSB personnel / Non employé CSK <input checked="" type="radio"/> 309 Commissioners / Conseillers <input type="radio"/> 311 Recruiting / Recrutement
Excess baggage request / demande excédent de bagage: Justification:	_____ kg

Employee's signature (mandatory for social travel)
Signature de l'employé (obligatoire pour les voyages sociaux.)

Supervisor's signature
Signature du superviseur

Special instructions / Directives particulières

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Annex B
*Allowances and Rates for
 Business Travel / Elected Representatives*

<p><u>Transport</u> Taxi fare Car rental Parking</p>	<p>with receipts actual cost of rental plus gasoline with receipts</p>
<p>Personal vehicle <i>Kilometrage</i></p>	<p><u>Car and snowmobile</u> <u>Daily</u> first 200 km @ \$0.55/km balance @ \$0.45/km <u>Monthly</u> first 600 km @ \$0.55/km balance @ \$0.45/km</p>
<p><u>Meals</u></p>	<p>Breakfast: \$15.00 (if still traveling before 7 a.m.) Lunch: \$21.00 (if traveling between 11:30 a.m. and 1:30 p.m.) Supper: \$34.00 (if traveling between 5:30 p.m. and 7:30 p.m.)</p>
<p><u>Lodging</u> <u>North</u> In a private residence House rental In a hotel <u>South</u> In a private residence In a hotel</p>	<p>\$55.00 / night (with receipt) A maximum of \$200 for 2 bedroom and \$250 for 3 bedroom and more (excluding food) The actual cost of the room (with receipt) \$55.00 /night KI negotiated corporate rate where applicable or if there is no corporate rate, a maximum of 175.00 per night, including taxes (with original receipt or invoice). Hand-written receipts are not accepted.</p>

Others	
Incidental fee.....	\$15.00 per day;
Baby-sitting costs.....	A maximum of \$40:00 per day, per child up to 10 years old;
Telephone.....	Allowance of \$50 per commissioner, per meeting held in the South and \$20 per meeting held in the North. \$10 per meeting held in the South.
Other.....	

Effective date: January 8, 2018

Annex C



Claim by the host for lodging and meals in a private residence in Nunavik

After authorization, forward this claim to KSB Finance Department

Community: _____ Control # _____

Date: _____

Traveler: _____ Host _____
printed letters *printed letters*

<i>Month</i>		<u>Breakfast</u>	<u>Lunch</u>	<u>Supper</u>	<u>Lodging</u>
<i>Date</i>					
<i>Date</i>					
<i>Date</i>					
<i>Date</i>					
<i>Date</i>					
<i>Date</i>					
<i>Date</i>					

Budget Code

Centre Director Signature

Authorizing Department

Signature of Authorization

Comments: _____

