



## Directive on Social Travel

<b>Department responsible:</b> Human Resources	<b>Approved by:</b>  _____ Director-General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended on:</b> June 20, 2003 – October 28, 2003 – July 1 <sup>st</sup> 2004, October 31, 2007, July 1, 2008, July 1, 2009, July 1, 2010, July 1 <sup>st</sup> , 2011, August 30 <sup>th</sup> 2011, March 15, 2012, December 11, 2014, December 5, 2018 and December 10, 2019
<b>Reference:</b> Policies CC 1999/00-06, 2000/01-21, 2003/04-04, 2006/07-24, 2007/08-06, 2007/08-62 2008/09-52, 2010/2011-40, 2011/2012-17, 2014/2015-33 2017/18-15 Directive on Transportation of Personal Effects (TRA-03)	<b>Budgetary code: 102</b>

***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 employees, of the expenses incurred by them and their eligible dependent(s) while traveling on social trips between their locality of assignment and their recognized point of departure.

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

1.2            definitions    In this directive, the following words or expressions mean:

- a) **spouse**: either of two persons who:
  - i) are married or joined in civil union and cohabiting;
  - ii) being of opposite sex or the same sex, are living together in a conjugal relationship and are the father and mother of the same child;
  - iii) are of opposite sex or the same sex and have been living together in a conjugal relationship for at least one (1) year;

it being specified that the dissolution of the marriage by divorce or annulment or the dissolution of the civil union as provided for by law as well as any de facto separation for more than three (3) months in the case of persons living together in a conjugal relationship, cancels this status;

- b) **child:** a child of an employee, of his or her spouse or of both, or a child living with the employee for whom adoption procedures have been undertaken, unmarried and living or domiciled in Canada, 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 a duly registered student attending a recognized learning institution on a full-time basis or a child of any age who has become 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 since;
- c) **locality of assignment:** locality where the employee is required to exercise his duties;
- d) **dependent:** the dependent child or the spouse of the employee as defined in the collective agreements;
- e) **point of departure:** domicile at the time of engagement of the employee insofar as the domicile is situated in one of the localities of Québec;
- f) **prepaid:** done by the issuance of a warrant, only to suppliers accepting this special mode of payment made by KSB;
- g) **Transport Services:** the Kativik School Board Transport Services, located in Dorval;
- h) **immediate supervisor:** a person who is responsible for the authorization of travel of an employee;
- i) **public transport:** inter-city bus (Voyageur, Orleans...), commuter train, etc.;
- j) **traveler:** a person entitled to social travel and who is traveling for that purpose.

## 2. General principles

2.1      [application](#) This directive applies to all KSB employees and their eligible dependent(s) who are entitled to social travel, as provided in the collective agreements or in the KSB By-law respecting the employment conditions of management personnel of the KSB.

[spouse receiving benefits from other source](#) If both spouses, work for the Board or if both work for 2 different employers in the public and parapublic sectors, only one of the two may avail himself of the premium applicable to the employee with dependent(s), if he has one or more dependents other than his spouse. If he has no dependent other than his spouse, each shall be entitled to the premium in the scale “no dependents”, notwithstanding the definition of the term “dependent” found in 1.2 d).

- 2.2 [employees from Nunavik, based in the South](#) The provisions apply, with proper adaptations, to employees working in the South and having their recognized point of departure in Nunavik.
- 2.3 [principle of payment or reimbursement](#) All payments or reimbursements for travel expenses are intended to indemnify the employee for direct and necessary expenses incurred by him and/or his eligible dependent(s) while traveling on social trips. It is not at any time to be considered as a form of compensation or remuneration for traveling for KSB.
- 2.4 [expenses covered](#) The only travel expenses that may be authorized are those considered necessary for the accomplishment of the traveler's social trip.
- 2.5 [laundry telephone, etc.](#) Personal expenses such as room service, laundry, movie channel, telephone calls, parking, etc. are not reimbursed.
- 2.6 [obligation to be cost effective](#) All travel must be done in the most efficient and cost effective manner possible.
- 2.7 [expenses paid by the traveler](#) a) Travel expenses can be assumed by the traveler and then reimbursed by KSB after the trip, upon presentation of the required documentation,  
**or,**  
[expenses paid directly by KSB](#) b) the employee may ask Transport Services to issue a travel warrant to prepay for the airfare. Prepayment for hotel accommodations is possible in Nunavik only and arranged by the local school administration.
- 2.8 [reimbursement limit on airfare expenses](#) Should the traveler make his own travel arrangements, KSB Finance Department will only reimburse the real costs of the traveler's trip up to the limit which would have been incurred had the employee used the services of Transport Services for the travel arrangements.
- 2.9 [reimbursement limit on transit expenses](#) Meals, lodging and other expenses required in transit, other than those that KSB would normally have paid had it organized the travel with its designated carrier(s), are at the expense of the employee and are not reimbursable.
- 2.10 [valid reasons for modifications without penalty](#) KSB shall not assume responsibility for missed working days nor reimburse any additional expenses incurred by a traveler who willingly alters confirmed travel arrangements except if such a change is the result of:  
a) illness or incapacity attested by a physician and which renders the traveler unable to travel on the confirmed dates;  
**or,**  
b) an unforeseen and authorized leave on the confirmed date(s) of travel (death of a relative, etc.).

2.11 [non reimbursable transit expenses](#) Under no circumstances are any additional transit expenses of any nature generated by changes to the itinerary or unnecessary delays in completing the trip reimbursable.

The traveler must use economical hotel accommodation closest to the airport, otherwise the Board will not reimburse unnecessary expenses (additional mileage, costs, etc.).

2.12 [promotion of the Nunavik economy](#) Subject to section 2.6, all travel arrangements should strive to call on the services of Inuit travel agencies, Inuit transportation companies and other Inuit businesses (hotels, taxi, airlines, etc.) whenever possible and cost comparable so as to promote the Nunavik economy.

2.13 [taxes](#) Amounts for travel expenses covered in this directive include taxes, when applicable.

#### **Information**

2A)

#### **illness or incapacity**

A valid reason for illness or incapacity is not an appointment with the doctor or an annual regular dental treatment, it is an actual physical incapacity to travel on the confirmed dates, attested by a medical doctor or dentist. However, should the employee not be able to get appropriate health care except during one of his social trips, he may be authorized to extend by a maximum of one day any of his social trips to do so. Such leave is considered a leave of absence for medical reason but any additional day taken at this occasion is considered a leave of absence without pay.

The employee has however the obligation to minimize the impact of such appointment on the school organization or his department, by taking this appointment as much as possible during the regular holiday set in the calendar.

### **3. Required authorization for travel arrangements**

3.1 [necessary form and signatures](#) Any employee who wishes KSB to make travel arrangements for himself or his dependent, must submit a "Request for Travel Arrangements", (***Annex A***), at least five (5) working days prior to the trip. Otherwise the employee will have to make his own travel arrangements as described in article 2.7 a) above. Transport Services may specifically ask employees to submit their request in October for their December trip, due to constraints with airlines at this period.

This form shall be signed by the employee and his immediate supervisor who will send the signed request to Transport Services.

3.2 [modifications](#) Should the traveler modify his travel arrangements, the employee must submit a request to his immediate supervisor and follow the requirements of article 3.1 above. Failing to do so, the employee is subject to any additional fees incurred.

- 3.3 [absence of the immediate supervisor](#) If the employee's immediate supervisor is not available for a period **of at least one week**, one of the following persons may authorize the request for travel arrangements:
- For Nunavik employees  
In the absence of the Coordinator of Community Education Services, the Principal is the person to authorize the request for travel.
- In the absence of both Coordinator of Community Education Services and Principal, the Director of the concerned department may authorize the request for travel arrangements.
- For Southern employees  
In the absence of the Department Director, the Director-General or the Assistant Director-General may authorize the request for travel arrangements.
- 3.4 [transfer of social trips to a dependent](#) According to the working conditions in effect, one social trip may be transferred to a non-resident spouse or a non-resident child to visit the employee in his locality of assignment as well as to his father, mother, brother or sister.
- [transfer of social trips to another person](#) However, the Council of Commissioners has temporarily extended this possibility for an employee to transfer one social trip to any person of his choice to visit him or to go to his point of departure.
- A transferred trip will be considered as a taxable benefit for the employee, and included in his revenue.
- The costs of travel incurred by the person to whom the trip was transferred shall not exceed what it would have cost for the employee to travel.
- 3.5 [modification / Nunavik community](#) An employee and his dependent entitled to social travel benefits are allowed to use one of their social trips to go to a different Nunavik community under the following conditions:
- a) such modification is allowed only once per school year;
  - b) such modification must not incur additional costs for the Board;
  - c) any additional cost has to be covered by the employee or his dependant.
- 3.6 [deadline penalty](#) Any penalty or extra cost due to a late request or modification without a valid reason, as described in article 2.10 must be assumed by the employee.

3.7      [allocation/ teachers –](#)      The allocation of social trips for teachers at the regular 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 trip.

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

[teachers – adult education sector](#)      A teacher at the Adult Education sector is entitled to one return trip at the beginning and at the end of his contract.

[refundable trips](#)      Should an employee and/or his dependants use more social trips than their allocation for the actual assignment, the cost of the tickets and travel will need to be refunded to the School Board or be deducted from any other amount due to the employee.

3.7.1      [Christmas/ spring break](#)      A trip may be granted to teachers hired for less than 80 working days at the regular sector, when the Christmas holidays or Spring/Easter break falls during their assignment.

3.8      [allocation/ employees other than teachers](#)      The allocation of social trips 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.

*Amended on December 11, 2014*

3.9      [Christmas/ Easter](#)      A trip may be granted to non teaching employees hired for 100 working days and less when the Christmas or Easter holidays fall during their assignment

3.10      [obligation to travel during the school year](#)      The trips are not transferable to the next school year. However, the request to travel must be submitted before June 15<sup>th</sup> and the trip completed before August 31<sup>st</sup>.

3.11      [prorata/ dependent](#)      A dependent is entitled to the same number of trips as the employee prorated on the number of days of actual residency with the employee.

3.11.1      [residency](#)      The employee must fill a new declaration of dependents, as soon as a dependent relocates outside his place of assignment within five (5) days of the change.

3.11.2 If a dependent does not reside with the employee for a total of 45 calendar days or more (consecutive or not) during the same school year, he is deemed eligible to social trips only in proportion of the actual number of days of residency during the school year and the employee must reimburse any amount paid in this respect.

3.12 [recognized itinerary](#) Except in situations identified in article 3.5 above, all trips must be done between the point of departure and the locality of assignment and completed up to the final destination. No other destination is to be recognized even when located on the route between the point of departure and the locality of assignment.

## **4. Air transportation**

4.1 [the employee can make his own travel arrangements](#) The employee who wishes to make his own air travel arrangements may do so by contacting a travel agency or the air transport company directly. The employee then pays for the airfare and claims reimbursement after the completion of the trip up to the limit set in article 2.8. The boarding pass and a proof of payment must be submitted with the reimbursement claim.

In such case, the authorization for the leave of absence is still required from the immediate supervisor.

4.2 [recognized point of departure](#) If the employee's recognized point of departure is in the province of Québec and more than 300 km from either the Montréal or Québec City airport, the traveler is entitled to the following airfare transportation:

- a) between the locality of assignment and the Montréal or Québec City airport, whichever is closer to the recognized point of departure;
- b) between the Montréal or Québec City airport and the airport nearest to the recognized point of departure.

4.3 [use of charters](#) KSB may organize charters for the social travel of employees and their dependent(s) when scheduled flights cannot accommodate the travel needs of employees

4.4 [cancellation of a seat on a charter by the employee](#) The employee who cancels his confirmed participation or the confirmed participation of his dependent(s) in a charter flight without a valid reason, as provided in article 2.10, shall be responsible for all expenses incurred by him and/or his dependent(s) for travel and accommodations on that section of the travel covered by the KSB-organized charter on which he or his dependent(s) were scheduled to fly. In this case, the employee is not entitled to any reimbursement. This benefit is considered as a taxable benefit for the employee.

4.5 [absence from work](#) An absence from work which would not have occurred had the employee not cancelled a confirmed participation on a KSB-organized charter will be considered as leave without pay.

- 4.6 [excess baggage](#) KSB shall not prepay nor reimburse expenses incurred for excess baggage except for a supplement provided in the Directive on Transportation of personal effects.
- 4.7 [transportation of pets](#) KSB will not reimburse expenses incurred for the transportation of pets and will not make any arrangements to that effect.

## 5. Ground transportation

When ground transportation is necessary between the airport and the final destination, the traveler is required to use the least expensive means of transportation available.

- 5.1 [in Nunavik](#) For transportation in Nunavik between the airport and the residence in the locality of assignment, only expenses incurred for the use of a taxi service shall be reimbursed.
- 5.2 [receipts](#) For any portion of travel exceeding 100 km, the employee must submit receipts for gasoline or other relevant receipts showing that the trip actually took place.
- 5.3 [in the South/ residence located within 300 km from the airport](#) When the employee's domicile is located within 300 km from the Montréal or Québec City airport, the cost of public transportation, ground shuttle service, taxi or kilometrage to the employee's domicile is reimbursed with the restriction set in article 5.5. Only one way may be claimed per portion of trip.
- 5.4 [in the South/ residence located more than 300 km from the airport](#) If the employee's domicile is located more than 300 km from the Montréal or Québec City airport, the following expenses are reimbursed, with the restriction set in article 5.5:
- a) regular airfare between the Montréal or Québec City airport and the airport closest to the point of departure as stated in article 4.2 above;
  - b) public transport, ground shuttle service, taxi or kilometrage to the employee's domicile. Only one way may be claimed per portion of trip;
  - c) public transport, taxi or kilometrage between the airport and the hotel when lodging is required and no hotel ground shuttle is available.
- 5.5 [maximum reimbursable](#) The traveler may choose the means of transportation he wants but the maximum reimbursement may not exceed the cost of a regular airfare as set in article 5.4 a).

When a dependent does not travel with the employee and when the trips are made less than five (5) days apart, the following rule applies:

- KSB will reimburse expenses incurred for ground transportation up to what it would have cost using the least expensive means of transportation available (usually bus transportation).

5.6 [rates applicable for personal vehicle](#) The allowance for use of a personal vehicle is set forth in **Annex B**.

**Rental car**

5.7 A car may be rented when needed to travel from the airport to the point of departure and when less expensive than a taxi.

5.8 [vehicle size](#) Only compact-sized vehicles shall be rented when available. However, mid-sized or full-sized vehicles may be authorized when the number of dependents warrants it.

5.9 [maximum number of days](#) The maximal period paid for a car rental to travel from or to the point of departure is deemed to be one day for each 600km to travel. Therefore, the traveler who has to travel 800km should be reimbursed for a maximum rental duration of 2 days, excluding the day of arrival and of departure from the airport.

5.10 [expenses reimbursed](#) An employee who rents a vehicle is reimbursed for expenses actually incurred for gasoline with receipts.

**Procedure/information**

**In Nunavik**

5A) [transport needed within a community](#) The employee who wishes KSB to make ground transportation arrangements in Nunavik must indicate it on the "Request for Travel Arrangements". Transport Services transmits the ground transportation request to the Coordinator of Community Education Services of the community where the transportation is needed.

5B) [use of taxis](#) Where ground transportation is provided by taxis such as in Kuujuaq, the traveler has to make his own arrangements and claim for reimbursement with a receipt.

**In the South**

5C) [no arrangement for ground transportation](#) KSB does not make any ground transportation arrangements in the South.

5D) [use of a hotel's shuttle](#) When available, the traveler must use the shuttle service the hotel. A claim for transport between the hotel and the airport (and vice-versa) will not be reimbursed if a shuttle is available.

5E) [payment of ground transportation services](#) When ground transportation is provided by a taxi service or another means of public transportation, the traveler pays for it and claims for reimbursement.

## 6. Allowance for lodging

Expenses incurred by a traveler for lodging while in transit between the recognized point of departure and the place of assignment shall be paid or reimbursed in the following situations:

### **Nunavik**

- 6.1 [expenses](#) Should the traveler be unable to reach his final destination due to circumstances beyond his control, expenses incurred for lodging in Nunavik at a hotel or in a private residence are reimbursed subject to article 4.4 above.
- 6.2 [payment for private residence](#) For lodging in a private residence in Nunavik, the traveler must make arrangements with the local school administration to make the payment directly to the host (**Annex C**).

### **South**

- 6.3 [expenses](#) When the recognized point of departure is more than 50 km from the airport, expenses incurred by a traveler for lodging at the hotel in the South shall be reimbursed upon presentation of receipts in the following situations:
- when it is impossible for the traveler to reach his final destination via public transport or otherwise on the day of his arrival in Montréal or Québec City;
  - when the plane departure time from the airport is before 8 a.m.

The same benefit would also apply for lodging in a private residence but only when the distance between the recognized point of departure and the airport is more than 100 km.

When a traveler chooses not to travel by air when this mean is available, he is entitled to the reimbursement of a maximum of one overnight per portion of trip. If no other means of transportation are available, the traveler is entitled to one night lodging for each 600km traveled.

- 6.4 [acceptable receipts for hotel](#) For hotel lodging, the original invoice or receipt must be attached to the travel claim. Handwritten receipts are not accepted.
- 6.5 [maximum](#) Under no circumstances should the total amount paid to a host for lodging in a private residence exceed the cost of a hotel room (or rooms) capable of accommodating the employee and/or his dependents.
- 6.6 [rates applicable for lodging](#) The allowance for lodging is set forth in **Annex B**.

### **Procedure In Nunavik**

- 6A) [payments for lodging expenses in private residence](#) When lodging is provided by a host in a private residence, the Coordinator of Community Education Services of the host community is responsible for processing the claims, transmitting them to the concerned department for approval and then making the appropriate payment to the host.

6B) [payments for lodging expenses in a hotel](#) When lodging is provided in a hotel due to a delay or flight schedule, the Center Director of the host community is responsible for the reservation of the hotel room. Payment of invoices is done by KSB.

### **In the South**

6C) [traveler has to make his own arrangements](#) For lodging while in transit in the South, the traveler makes his own arrangements and claims for reimbursement. However, when the trip is a relocation, the concerned department may make the arrangements.

6D) [processing claim reimbursement](#) When lodging is provided by a hotel or by a host in a private residence, the [of](#) concerned department is responsible for forwarding the claim to the Finance Department for payment to the employee.

## **7. Allowance for meals**

7.1 [breakfast](#) If the traveler is still in transit at 8 a.m., the allowance for breakfast is paid.

7.2 [lunch](#) If the traveler is still in transit between 11:30 a.m. and 1:30 p.m., the allowance for lunch is paid.

7.3 [supper](#) If the traveler is still in transit after 5:30 p.m., the allowance for supper is paid.

7.4 [meals taken at the hotel](#) Payment of any 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 on the hotel bill.

7.5 [rates applicable for meals](#) The allowance for meals is set forth in **Annex B**.

### **Procedure**

7A) [lodging and meals](#) In Nunavik, when lodging includes meals, the host is paid directly for meals as per a form signed by the employee (**Annex C**).

7B) [travel claim](#) When lodging does not include meals, the employee claims for reimbursement by filling a travel expenses claim.

## **8. Travel claims**

8.1 [approval of travel claims](#) All travel claims for social travel expenses must be forwarded to and approved by the concerned department.

8.2 [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/Information**

- 8A) [form to be used](#) All requests for the reimbursement of travel expenses must be submitted on the appropriate travel claim form.
- 8B) [who submits the travel claim](#) Only an employee may claim the reimbursement of travel expenses. Expenses incurred for dependent(s) of the employee must be submitted in the name of the employee but clearly state the name of the dependent(s) for whom he is claiming.
- 8C) [signature and original receipts](#) The claim must be signed by the employee and submitted with original receipts (no photocopy) to the concerned department.

### **9. Insurance**

- 9.1 [personal effects](#) The traveler is responsible for obtaining, at his own expense, sufficient insurance to cover his personal effects while traveling on social travel. KSB does not accept any responsibility for loss or damages caused to the traveler's luggage or personal effects.
- 9.2 [life insurance](#) When airfare arrangements are made through KSB services, the traveler is generally covered by the travel agency life insurance in case of an accident. For more information, contact the FCNQ travel agency. When the traveler makes his own travel arrangements he might not be covered by an insurance.

### **10. Employee's responsibility**

- 10.1 [falsified claims](#) An employee who makes a false declaration or claim for an expense that was already paid or reimbursed to another claimant, may be subject to the payment of the additional administration cost, to disciplinary measures and appropriate sanctions.
- 10.2 [unused tickets, etc](#) When the traveler does not use his transportation ticket issued according to his request, he must within five (5) working days advise Transport Services.

#### **Procedure/Information**

- 10A) [automatic entry in the travel bank](#) Any prepaid transportation ticket or voucher that was issued to a traveler will be assumed to have been used, and the value of those tickets or vouchers will be applied to the employee's social travel benefits, for accounting and income tax purposes.
- 10B) [special rate](#) Airline tickets purchased on special rates have to be used on the scheduled date, otherwise they become ineffective and extra charges may be imposed.
- 10C) [hotel cancellation](#) The same principle applies to hotel reservations. The traveler must advise the hotel of any modification to the reservation so that no charges be levied when

the hotel room is not used, as all charges would be included in the employee's social benefits for income tax purposes.

## 11. Out of Province

- 11.1      [principle](#)    In the case of an employee recruited from outside Québec and entitled to social travel, he is eligible to the same travel 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.
- 11.1.1    [extension](#)    However, notwithstanding the limits set in 11.1, 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 two (2) trips per year per traveler.
- 11.2      [transfer](#)      An employee recruited from outside the province may transfer one of his social trips as provided in clause 3.4 above, but only from the place of assignment to Montréal.

## 12. Final provisions

- 12.1      [exceptional expenses](#)    Under special circumstances, the Director-General may authorize the reimbursement of other exceptional expenses upon presentation of relevant receipts.
- 12.2      [approval](#)        All travel must be authorized prior to the trip by the immediate supervisor. The authorization for travel is not an authorization for leave of absence which must be obtained from the appropriate authority.

## 13. Application of this directive

- 13.1      [previous 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 are integrated into this directive for the benefit of the reader.
- 13.2      [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 Human Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.

Annex A



**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>Date Birth/Naissance</i> (F-mth-day/an-mois-jour)	Date: _____
<i>Name of passengers/ Noms des passagers:</i>	( - - )	Cell	_____
	( - - )	Cell	_____
	( - - )	Othlaut	_____
	( - - )	Fax:	_____
	( - - )	Email/ Courr.	_____

*Travel Itinerary/Itineraire de voyage*

Date	From/De	To/A

No item / Pas de l'item :

Regu hed Selvices / Selvices demandes	Code Budgetaire:
<input type="radio"/> Accommodation required in Nunavik/ Hebergement requis au Nunavik <input type="radio"/> Pick-up at airport (Nunavik) Transport de l'aeroport (Nunavik) <input type="radio"/> Transport to airport (Nunavik) Transport vers l'aeroport (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 type="radio"/> 301 Pedagogical days / Jours pedagogiques <input type="radio"/> 307 KSB personne employe CSK <input type="radio"/> 308 Non KSB personnel / Non employe CSK <input type="radio"/> 309 Commissioners / Conmissaires <input type="radio"/> 311 Recruiting / Recrutement
Excess baggage request / demande excedent de bagage: Justification:	_____ kg

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

Supervisor's signature  
Signature du superviseur

Special instructions/ Directives particulieres

--



**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*

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

\_\_\_\_\_  
Budget Code

\_\_\_\_\_  
Signature Coordinator of  
Community Education Services

\_\_\_\_\_  
Authorized signature for the concerned Department

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_