



## Directive on Employees' Business Travel

<b>Department responsible:</b> Finance	<b>Approved by:</b>  _____ Director-General
<b>Effective date:</b> January 1 <sup>st</sup> 2003	<b>Amended on:</b> October 28, 2003, July 1 2004, March 2007, October 30, 2007, July 1, 2008, July 2, 2011, August 30, 2011, March 20, 2015, December 5, 2018 and December 10, 2019
<b>Reference:</b> 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 2017/18-16 Support staff collective agreement: Annex XVI Management: Directive on Recuperation HR-02	<b>Budgetary code: 307</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 while traveling for business purposes.

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

**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) **centre director:** the centre director at the regular sector or at the Adult education;
- c) **immediate supervisor:** a person who is responsible for the supervision of an employee;
- d) **location of meeting:** the location where the employee has to go for meetings, work or business purposes, which is not his usual work place;
- e) **public transport:** inter-city bus (Voyageur, Orleans...), commuter train, etc.;
- f) **Transport Services:** the Kativik School Board Transport Services, located in Dorval;

- g) **work place:** the location where the employee usually works. When the employee is located outside Nunavik, his work place is considered to include any other KSB's facilities in Montreal.

## 2. General principles

- 2.1 [application](#) This directive applies to all KSB employees without regard to their status and function. However, this policy does not apply to individuals enrolled in a teacher training program or in another KSB training program.
- 2.2 [principle of payment](#) The basic principle of all payments or reimbursements for travel expenses is to indemnify the employee for direct and necessary expenses incurred. It 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 employee's duties or mandate.
- 2.4 [laundry telephone, etc.](#) Personal expenses such as room service, laundry, movie channel, personal telephone calls, alcohol, etc. 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](#) All employees' travel requests and expenses claims shall be approved by their immediate supervisor.
- 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 and signatures](#) Any person who needs to travel for business purposes must submit to Transport Services a "Request for Travel Arrangements", as shown in **Annex A**. This form shall be signed by the employee's immediate supervisor.
- 3.2 [absence of the immediate supervisor](#) If the employee's immediate supervisor is not available for a period of at least one week and can't be reached by any means (fax, etc.), one of the following persons may authorize the request for travel arrangements:

- the Director of his department or, if not available,
- the Director-General, the Assistant Director-General or the Director of Finance.

- 3.3      [authorization prior to departure](#)      Subject to the conditions set in this directive, an employee must be authorized by his immediate supervisor before choosing one of the following means of transportation: airplane, bus, train, taxi, rental car, personal vehicle or snowmobile.
- 3.4      [modifications / arrangements](#)      Should the employee modify his travel arrangements, he must make every effort to have these changes made by Transport Services.
- 3.5      [least expensive means](#)      For all types of travel, the employee is required to use the least expensive and convenient means of transportation available.
- 3.6      [maximum reimbursable](#)      Should the employee's choice of transportation be other than the least expensive one, he shall be reimbursed only the equivalent cost of the least expensive and convenient means of transportation listed in section 3.3 and available to get to his destination.
- 3.7      [exceptions to articles 3.3 and 3.5](#)      The immediate supervisor shall take into consideration the additional working time and other related expenses incurred when one means of transportation is chosen instead of another, which could increase the overall cost of travel.
- 3.8      [traveler who brings a guest on a business travel](#)      An employee who brings a dependent or a guest during business travel is responsible for all this person's expenses for travel, meals and lodging.
- KSB assumes no responsibility in any circumstance regarding such dependants or guests.
- 3.9      [other arrangements](#)      The employee may settle with his immediate supervisor 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) | <a href="#">necessary request for travel</a>            | The employee is responsible for making sure that his request for travel arrangements is transmitted by fax to the Transport Services in Dorval.  |
| 3B) | <a href="#">send request 10 days prior to departure</a> | To avoid any additional costs, the request for travel arrangements should be received by Transport Services <u>at least</u> 10 days before departure.  |
| 3C) | <a href="#">other arrangements</a>                      | The employee may settle with his immediate supervisor on any other arrangements, such as staying in a private residence and renting a car to commute to the place of meeting or any other formula, should it be equivalent or less costly than a hotel room reserved by KSB. |

## 4. Air transportation

- 4.1 [use of air transportation](#) Subject to section 3.7, an employee may travel by airplane if this means of transportation is the most economical one or if no other means of transportation is available. Only economy class fare is authorized.
- 4.2 [use of charters](#) Exceptionally, a department may organize charters when scheduled flights cannot accommodate the travel needs and when the additional costs are countered by appropriate savings in working time and accommodation expenses. Prior approval by the Director-General must be obtained.
- 4.3 [excess baggage](#) KSB shall not prepay nor reimburse expenses incurred for excess baggage. However, should KSB material be carried in excess of the usual employee's luggage, the immediate supervisor may pre-authorize it.

### **Procedure**

- 4A) [ticket delivery](#) The Transport Services Department ensures delivery of the passenger's ticket 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 employee 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 employee has to confirm his reservations with the airline at least 24 hours prior to his departure.
- 4D) [presence at airport](#) The employee has to be present at the airline counter at least one (1) hour before departure to avoid the cancellation of his trip by the airline company.

## 5. Ground transportation

- 5.1 [application](#) Expenses incurred for the use of a personal vehicle, taxi, bus, train or snowmobile as required and as authorized by the supervisor is reimbursed to the employee.
- 5.2 [in Nunavik](#) Expenses incurred by an employee for transportation in a Nunavik community from and to the airport are reimbursed only when a taxi service is used.
- 5.3 [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;
  - c) the usual work place or home and the airport;
  - d) the usual work place and the location of a meeting.

- 5.4 [business purposes only](#) Under no circumstances shall an employee claim for the use of ground transportation when effected for personal reasons or for events not related to KSB activities.

### **Use of personal vehicle**

- 5.5 [rates applicable](#) The allowance for use of a personal vehicle is set in **Annex B**.
- 5.6 [maximum daily rate](#) An employee 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**.
- 5.7 [maximum monthly rate](#) An employee 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 (**Annex B**).
- 5.8 [responsibility to declare the monthly distance](#) It is the sole responsibility of the employee 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 13.3 below).
- 5.9 [maximum distance for commuting](#) When an employee chooses accommodations in a private residence, the maximum kilometrage reimbursable to commute between this private residence and the location of the meeting is 100 km per day.
- 5.10 [distance from the meeting location](#) The employee whose home base is closer to the meeting place than his usual work place, and who could avoid expenses by going directly from his home to this meeting place, should not claim for travel to this meeting place.
- 5.11 [parking fees](#) KSB reimburses parking fees incurred by employees during the course of their duties.

### **Car rental**

- 5.12 [reservation](#) Should a rental car be needed, the employee must indicate it on the "Request for Travel Arrangements" form. Transport Services makes the reservation as per the request.
- 5.13 [vehicle size](#) Compact-sized vehicles shall be rented. Mid-sized or full-sized vehicles may be authorized only when: the number of passengers to be carried; the bulk or weight of the goods to be transported; or an extenuating circumstance warrants the use of a larger vehicle.
- 5.14 [expenses reimbursed](#) An employee who rents a vehicle is reimbursed for expenses actually incurred for gasoline, with receipts.

### **Procedure**

#### **In Nunavik**

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

- 5B) [use of taxis](#) When ground transportation is provided by taxi, such as in Kuujjuaq and Salluit, the employee has to pay for it and claim for reimbursement.

**In the South**

- 5C) [location of a vehicle](#) Transport Services makes the reservation for car rentals, only when necessary, for the accomplishment of the employee's business duties.
- 5D) [reimbursement for public transportation](#) When ground transportation is provided by public, transportation, the employee pays for it and claims for reimbursement upon presentation of a receipt.

**6. Allowance for lodging**

- 6.1 [application](#) Expenses incurred by an employee for lodging at a hotel or in a private residence are paid according to the rates established in **Annex B**.
- 6.2 [lodging in his own residence](#) The Board does not pay any allowance for lodging when the traveler is lodging in his own residence or in a community where his residence is located.
- 6.3 [arrangements](#) For lodging in Nunavik, the arrangements are made by the Centre Director. For lodging in the South, arrangements are made by the employee's department.
- 6.4 [cases where the traveler may make his own arrangements](#) Exceptionally, an employee may make his own hotel accommodation arrangements.  
For lodging in a private residence, the employee may make his own arrangements directly with the host.
- 6.5 [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 employee 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 employee needs accommodation.
- 6B) [arrangements for accommodation/private residences](#) If the employee 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, the

arrangements must be made by the employee's department.

- 6E) [payment to the host](#) When accommodation is provided by a host in a private residence in the South, the employee 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 employee is still in transit at 8:00 a.m., the breakfast allowance is paid.
- 7.3 [lunch](#) If the employee is still traveling between 11:30 a.m. and 1:30 p.m., the lunch allowance is paid.
- 7.4 [supper](#) If the employee is still traveling after 5:30 p.m., the supper allowance is paid.
- 7.5 [other](#) The meal allowance is paid if the employee has to be at a distance of more than 3 km outside his usual working place for business purposes between 11:30 a.m. and 1:30 p.m. However, the employee having his usual workplace in the South, cannot claim if the location of the meeting is in another Board's office located South.
- 7.6 [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 (at a banquet, by an organization or otherwise).
- 7.7 [meals taken at the hotel](#) Payment of meal or other consumption taken in a hotel must be paid by the employee before leaving the hotel. It may not be charged to KSB.

### **Procedure**

- 7A) [lodging and meals](#) When an employee'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 employee claims his meals by filling a travel expense form (see section 10 below).

## 8. Other expenses

- 8.1 [incidental fee](#) For each day spent away for his workplace for business purposes, KSB pays the employee an incidental fee as established in **Annex B**. However, the business travel must be beyond a distance of 50 km from his work place
- 8.2 [telephone for business purposes](#) The cost of telephone calls may be reimbursed only if incurred in the course of duties for KSB. No personal calls may be charged or claimed.

## 9. Travel warrants

9.1 [cases where travel warrants are used](#) Travel warrants are used to purchase airplane tickets, to charter an airplane or to authorize excess luggage or billing to KSB for lodging and meals in Nunavik.

9.2 [who may issue travel warrants](#) All travel warrants necessary for business travel should be issued by Transport Services.

For emergencies only, the Director-General, Assistant Director-General, Secretary-General, Director or Coordinator of Education Services, Coordinator of Teacher Training or Director or Coordinator of Continuing Education Services may issue travel warrants.

### Procedure

- 9A) [information to be attached to the warrant](#) A travel warrant for business transportation can be issued only after a "Request for Travel Arrangements" has been validly submitted.  
When a travel warrant is used to charter an airplane for business travel purposes, a list of passengers must be included with the warrant.
- 9B) [follow-up on the warrant](#) Whenever a travel warrant is used for business travel, the pink copy must be sent to Transport Services as soon as it has been issued and the relevant documents and information must be attached.

## 10. Travel claims

10.1 [approval of travel claims](#) All travel claims for business expenses should be approved and signed by the employee's immediate supervisor and forwarded to the Director of Finance for payment.

10.2 [deadline to submit a travel claim](#) All claims for reimbursement must be submitted within sixty (60) days after the completion of the trip. In default, 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

- 10A) [form to be used](#) All requests for the reimbursement of travel expenses must be submitted on the appropriate travel claim form.
- 10B) [signature and original receipts](#) The travel claim must be signed by the employee and submitted with all the original receipts to support the expenses claimed.
- 10C) [send to finance department](#) The claim and all pertinent documents approved by the immediate supervisor must be sent to the KSB head office to the Finance Department.



## 11. Travel advances

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

## 12. Insurance

- 12.1 [personal effects](#) The employee 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 employee's luggage.
- 12.2 [life insurance](#) When air travel arrangements are made through KSB services, the employee is automatically covered by the travel agency's life insurance in case of an accident. For more information, contact the FCNQ travel agency.

## 13. Employee's responsibility

- 13.1 [liability of the employee who doesn't perform his duties](#) Any employee 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.
- 13.2 [absence from work](#) An employee's absence from work or incapacity to assume his duties, which would not have occurred had he traveled with the KSB-designated carrier, may be considered as leave without pay.
- 13.3 [falsified claims](#) An employee who knowingly makes a false declaration or claim for an expense that was already paid or reimbursed to another claimant may be subject to disciplinary measures, appropriate sanctions and payment of administration fees.

### **Procedure**

- 13A) [possible credit](#) If the employee 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.
- 13B) [hotel cancellation](#) The same principle applies to hotel reservations. The employee must advise the hotel of any modifications to the reservation so that no charges be levied when the hotel room is not used.

## 14. Work time

When an employee has to travel outside his regular working hours for business purposes, the following rules apply:

### **Professionals**

14.1 [rules / working time](#) When a Professional travels outside of his community of assignment to perform work-related tasks, the following travel time will be considered working time:

- a) the time needed to get or return from the place of work outside the community of assignment;
- b) the time needed to get or return from the airport. As for Dorval airport, the time allocated as working time for the Board is thirty (30) minutes to get to, and thirty (30) minutes to return from, this airport;
- c) the time spent by the Professional waiting at the airport or elsewhere on the way to performing work-related tasks.

### **Support staff**

14.2 [rules / working time](#) The Support Personnel who is required by the Board to travel from Dorval to Nunavik may calculate as working time:

- a) the duration of his flight;
- b) a maximum period of one (1) hour each way in order to cover the time required to travel to and from the airport and the time required to check in and pick up his luggage.

### **Management**

14.3 [rules / working time](#) The Management employees who have to travel outside their normal work hours for business purposes, are subject to the rules as provided in the *Directive on Recuperation days for Management Personnel / HR-02*.

## 15. Final provisions

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

## 16. Application of this directive

16.1 [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 will be integrated into this directive for the benefit of the reader.

16.2 [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.

## 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		1 Date Bini/Naissance <small>(Month-day/year)</small>	
Name of passengers/ Noms des passagers:	( - - )	Tel	
	( - - )	Cell	
	( - - )	Othlaut	
	( - - )	Fax	
	( - - )	Email/ Courr.	

#### Travel Itinerary/Itineraire de voyage

Date	From/De	To/A

No return/Pas de retour :

<b>Required Services / Services demandés</b> <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 type="radio"/> Transport to airport (Nunavik) Transport vers l'aéroport (Nunavik) <input type="radio"/> Other/Autre (Specify/specifiez)	<b>Code Budgetaire:</b> 0102 Social trips/ Voyages sociaux <input type="radio"/> 106 Social trips outside Qc/Voyages sociaux. hors Qc <input checked="" type="radio"/> 301 Pedagogical days / journées pedagogiques <input type="radio"/> 307 KSB personne employe CSK <input type="radio"/> 308 Non KSB personnel / Non employe CSK <input type="radio"/> 309 Commissioners / Comissaires <input type="radio"/> 311 Recruiting / Recrutement
Excess baggage request / demande excédent de bagage: _____ kg Justification: _____	

\_\_\_\_\_  
 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 / Employees*

<p><b><u>Transport</u></b> 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><b><u>Car and snowmobile</u></b> <b><u>Daily</u></b> first 200 km @ \$0.55/km balance @ \$0.45/km <b><u>Monthly</u></b> first 600 km @ \$0.55/km balance @ \$0.45/km</p>
<p><b><u>Meals</u></b></p>	<p><b>Breakfast:</b> \$15.00 (if still traveling before 8 a.m.)  <b>Lunch:</b> \$21.00 (if traveling between 11:30 a.m. and 1:30 p.m.)  <b>Supper:</b> \$34.00 (if travelling after 5:30 p.m.)</p>
<p><b><u>Lodging</u></b> <b><u>North</u></b> In a private residence  House rental  In a hotel  <b><u>South</u></b> In a private residence  In a hotel</p>	<p>\$55.00 / night (with receipt)  An amount of \$150 per person per night (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>
<p><b><u>Others</u></b> Incidental fee</p>	<p>\$15.00 per day (when the business travel is beyond a distance of 50 km from the work place.</p>

**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*

<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>					
<b><i>Date</i></b>					
<b><i>Date</i></b>					
<b><i>Date</i></b>					
<b><i>Date</i></b>					
<b><i>Date</i></b>					
<b><i>Date</i></b>					

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

\_\_\_\_\_ Centre Director's Signature

\_\_\_\_\_ Authorizing Department

\_\_\_\_\_ Signature of Authorization

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

\_\_\_\_\_

\_\_\_\_\_