



# COMMISSION SCOLAIRE EASTERN SHORES EASTERN SHORES SCHOOL BOARD

## POLICY

TRAVEL POLICY

ES – 233

**MODIFIED** December 15, 2010 – *to be updated quarterly.*

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## TRAVEL POLICY

### 1. BASIS OF THE POLICY

The present policy is based on the Education Act (Article 175), the collective agreements and the budget of the Eastern Shores School Board.

### 2. OBJECT OF THE POLICY

- 2.1. To provide an equitable framework for administrating the public funds at the disposal of the School board ;
- 2.2. To reimburse equitably the commissioners, staff members and other support personnel for travel and living expenses incurred during the course of their functions on behalf of the Eastern Shores School Board.

### 3. APPLICATION OF THE POLICY

- 3.1. For the purpose of the present policy, all staff members have a principal place of employment;
- 3.2. For all authorized travel by staff members, the point of departure is the place of employment. With prior authorization, week-end travel will be paid from the place of residence;
- 3.3. For all travel by commissioners, the point of departure is their home. This rule applies to both representation expenses paid for sitting on the Council of Commissioners, the Executive Committee and travel expenses relating to all other activities;

- 3.4. Prior to each trip, the *AUTHORIZATION TO TRAVEL* form must be completed and approved by :
- 3.4.1. For teachers, travel authorization is required by their immediate supervisor and the Director of Educational Services;
  - 3.4.2. For principals and department directors, travel authorization is required by the Director General;
  - 3.4.3. For support personnel and consultants, travel authorization is required by their immediate supervisor;
  - 3.4.4. For the Director General and the commissioners, travel authorization is required by the Chair;
  - 3.4.5. When traveling outside the province, means of transportation, meals and hotel accommodations require prior authorization from the Executive Committee with the exception of Northern New Brunswick.
- 3.5. In respect of Bill 90, the brief resumé of the meeting or workshop must be completed on the travel form. Furthermore, the agenda must accompany all reimbursement claims. In addition, a copy of any certificate received should be attached.

#### **4. REIMBURSABLE EXPENSES**

##### **4.1. Transportation**

The use of the most economical means of transportation must be favored when possible. The School Board will refund travel expenses according to the follow rates :

**\$0.45**, plus \$0.05 per km per passenger with a maximum of three (3) passengers (\$0.15).

*Mileage compensation will be based on the actual mileage chart attached.*

A non-refundable gas receipt for a fill-up nearest your destination is required for all travel outside of the Eastern Shores School board territory.

Parking fees will be reimbursed upon receipt of supporting vouchers.

Local travel is generally considered to be part of the employee's job and will not be reimbursed except for special cases with prior authorization. **(12 km return or less)**

*Public transportation*

Means of transportation (air, train, car rental) require prior authorization. Car rental is allowed with prior authorization, in accordance with Section 3.4. The original copy of the invoice should be included with the travel claim. Credit card or debit card receipts are not considered original invoices.

### *Group travelling*

When many employees must travel to a planned activity, the School Board can organize the travel for these employees.

#### **4.2 Meals**

Meal expenses incurred are refundable without supporting documents taking into account the following constraints :

- A claim for meal expenses for a person other than the applicant must be justified and include the original copy of the supporting document and specify the name of this person;
- During a convention, symposium or any other activity for which meal are included in the registration fee or the cost of the room, the School Board will not reimburse any expenses linked to the fact that the participant did not take advantage of the inclusive meal. A copy of the schedule or the registration form must be included with the claim.

Per diem allocated

	Within ESSB territory	Outside ESSB territory
Breakfast	\$10.00	\$12.00
Lunch	\$15.00	\$18.00
Supper	\$25.00	\$30.00
Total	\$50.00	\$60.00

Note : Outside ESSB territory includes the Magdalen Islands

#### **4.3 Accommodations**

Lodging expenses incurred are refundable with supporting documents taking into account the following constraint :

- During a convention, symposium or any other activity for which accommodations are included in the registration fee, the School Board will not reimburse any expenses linked to the fact that the participant did not take advantage of the inclusive accommodation.

The School Board shall pay the cost incurred at designated hotels or motels. When possible, government or other special rates should be obtained. *Original invoices are required.* Credit card or debit card receipts are not considered original invoices.

An additional \$7.00 per night for incidentals can be claimed if staying overnight at a hotel or motel. *Receipts are not required.*

For accommodations provided by other than established hotels or motels the School Board shall pay \$50, 00 per night. *Receipts are not required*

*The school board shall not refund extras incurred at the hotel such as: mini-bar, movie rental, etc.*

#### **4.4 Derogations**

In general, the maximum refundable amounts for expenses incurred in the course of a commissioner's or staff member's functions as specified above prevail. However, higher or lower rates may be established for a special project or professional improvement activities.

### **5. TERMS OF REIMBURSEMENT**

- 5.1. All travel expenses must be submitted to the Accounts payable department no later than thirty (30) days after returning from each trip;
- 5.2. In the event that the travel claim is not submitted within the time specified in 5.1, the Finance department must present it to the Executive committee prior to payment being issued;
- 5.3. Expenses incurred by commissioners and the Director General in the course of their functions must be approved by the Chair prior to payment being issued;
- 5.4. Expenses incurred by the Chair in the course of their functions must be approved by the Director General prior to payment being issued;
- 5.5. Expenses incurred by all other employees of the school board in the course of their functions must be approved by their immediate supervisor and the Director General prior to payment being issued.

**EASTERN SHORES SCHOOL BOARD**  
**MILEAGE COMPENSATION CHART (return trip)**

**Leaving From New Carlisle**

<b>DESTINATION</b>	<b>KM</b>	<b>@ 0.45\$</b>
Amqui	448	202 \$
Baie Comeau	564	254 \$
Belle Anse	279	126 \$
Bonaventure (airport)	42	19 \$
Bonaventure	30	14 \$
Campbellton (NB)	275	124 \$
Caplan	62	28 \$
Carleton	148	67 \$
Chandler	146	66 \$
Cross Point	260	117 \$
Escuminac	214	96 \$
Escuminac North	224	101 \$
Gaspé	352	158 \$
Grand Cascadepia	116	52 \$
Grande Riviere	176	79 \$
Hope Town	28	13 \$
Hull	2144	965 \$
Listuguj	264	119 \$
Matane	554	249 \$
Matapedia	298	134 \$
Maria	122	55 \$
Metis Beach	578	260 \$
Mont Joli	588	265 \$
Montreal	1760	792 \$
New Richmond	92	41 \$
Oak Bay	257	116 \$
Paspebiac	16	7 \$
Perce	232	104 \$
Phoenegamook	1028	463 \$
Quebec City	1264	569 \$
Rimouski	668	301 \$
Rimouski (via Metis)	744	335 \$
Riviere-du-Loup	874	393 \$
Sept-Iles (via Godbout)	918	413 \$
Sept-Iles (via Baie Comeau)	1080	486 \$
Shigawake	46	21 \$
Ste-Anne-des-Monts	380	171 \$

Modified Council of Commissioners April 18, 2007

**EASTERN SHORES SCHOOL BOARD**  
**MILEAGE COMPENSATION CHART (return trip)**

**LEAVING FROM GASPE VIA STE-ANNE-DES-MONTS/MATANE**

**LEAVING FROM GASPE VIA NORTH SHORE**

**LEAVING FROM GASPE VIA THE SOUTH SHORE**

<b>DESTINATION</b>	<b>KM</b>	<b>@ 0.45\$</b>
Amqui	702	316 \$
Baie Comeau	586	264 \$
Belle Anse	73	33 \$
Bonaventure (airport)	394	177 \$
Bonaventure	382	172 \$
Campbellton (NB)	627	282 \$
Caplan	412	185 \$
Carleton	500	225 \$
Chandler	206	93 \$
Cross Point	612	275 \$
Escuminac	566	255 \$
Grand Cascapedia	468	211 \$
Grande Riviere	176	79 \$
Hope Town	324	146 \$
Listuguj	614	276 \$
Matane	576	259 \$
Matapedia	650	293 \$
Maria	472	212 \$
Metis Beach	656	295 \$
Mont Joli	698	314 \$
Montreal	1864	839 \$
New Carlisle	352	158 \$
New Richmond	444	200 \$
Oak Bay	609	274 \$
Paspebiac	336	151 \$
Perce	126	57 \$
Quebec City	1364	614 \$
Rimouski	774	348 \$
Riviere-du-Loup	980	441 \$
Sept-Iles (via Godbout)	940	423 \$
Sept-Iles (via Baie Comeau)	1052	473 \$
Shigawake	306	138 \$
Ste-Anne-des-Monts	400	180 \$

Modified Council of Commissioners April 18, 2007

**EASTERN SHORES SCHOOL BOARD**  
**MILEAGE COMPENSATION CHART (return trip)**

**LEAVING FROM THE NORTH SHORE**

<b>DESTINATION</b>	<b>KM</b>	<b>@ 0.45\$</b>
Baie Comeau to Seven Islands	466	210 \$
Baie Comeau to Quebec	828	373 \$
Baie Comeau to Montreal	1348	607 \$
Seven Islands to Baie Comeau	466	210 \$
Seven Islands to Montreal	1814	816 \$
Seven Islands to Quebec	1294	582 \$
Port Cartier to Seven Islands	122	55 \$
Port Cartier to Baie Comeau	346	156 \$
Port Cartier to Quebec	1172	527 \$
Port Cartier to Montreal	1692	761 \$
7 Iles to New Carlisle (via Godbout)	918	413 \$
7 Iles to New Carlisle (via Baie Comeau)	1080	486 \$

*Modified Council of Commissioners April 18, 2007*