SECTION 6: **OPERATIONS**

Policy 6.31: Travel, Meals and Hospitality Policy

Supporting Policies

Supporting Procedures
Procedure for Board Professional Development or Special Events Involving Numerous Participants

Supporting Protocols and Guidelines

Supporting Templates and Forms
Travel Expense Report Form
Vehicle Kilometers Claim Form

Other Resources
Expense Rules in the Broader Public Sector Q & A

Approved by Board Resolution #055-2007 04 24
Replaces 6.31 a) Staff Travel, b) Reimbursement for Use of Personal Vehicles
Amended by Resolution #068-2011 04 19
Approved by Resolution #060-2018 06 12

POLICY STATEMENT:

The Algoma District School Board (ADSB) recognizes the need for employees (hereinafter referred to as claimants) to attend meetings, conferences, workshops, and other Board business and be reimbursed for approved expenses. School Board expenditures for travel, meals, and hospitality must be reasonable and transparent.

ADMINISTRATIVE PROCEDURES:

The Board will reimburse claimant for expenditures, accompanied by original receipts upon completion of a Travel Expense Report Form, subject to the following:

1.0 Accommodations:

When accommodation is required, preference will be given to travel services and accommodation that provide specially negotiated rates (such as government rates). Reimbursements will not be made for upgrades to hotel rooms or incidental expenses such as: mini-bar, in-room movies, and valet parking. A listing of approved hotels and rates is available from the office of the Superintendent of Business. Claimants who choose to stay in alternate hotels from this list will be reimbursed only at the rate of a Board-approved hotel.

2.0 Meals:

Meals for those attending functions outside the school board district (or within the school district travelling more than 100km) will be reimbursed to a daily maximum of $65 per day accompanied by original itemized receipts. Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense. Itemized receipts are also required for any meals charged to hotel rooms. The daily rate is inclusive of all taxes and gratuities (15-20%). Claimants may not claim a meal when it is provided as part of a meeting.

In exceptional cases when claimants cannot reasonably have a meal within the limits above, the Director of Education or designate may approve an additional expense for the individual meal(s).

From time to time, meetings may be scheduled over the lunch hour or supper hours. When this occurs, meals may be provided for the participants.

Occasionally, there may be a requirement for a large Board event to be held. When this occurs, the Director of Education or designate may approve the expense for meals and beverages.

3.0 Outside Consultants and Other Contractors:

The Broader Public Sector Directive does not allow the Board to reimburse Consultants and other contractors for any hospitality, incidental or food expenses, including:

- Meals, snacks and beverages
- Gratuities
- Personal phone calls

4.0 Transportation/Travel Within the Board:

All employees are responsible to get to an Algoma District School Board worksite each day. The Board will not pay travel for employees to get to/from work each day.

Once at work, if an employee is required to move within worksites, the employee will be reimbursed at the current kilometrage rate.

5.0 Transportation/Travel Outside the Board or Within the Board greater than 100km:

Airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals. All expenses need to be reasonable and within the expectation that expenses need to be kept to a minimum.

Usage of a rental car and associated gas expenses are expected by the Board when these costs are less than kilometrage reimbursement, unless there is good reason to not follow this practice. Prior approval from an immediate supervisor will be required. It is noted that claimants will be reimbursed for the lesser of kilometrage rate or the most economical travel alternative and claimants are expected to car pool to common destinations whenever possible. Passengers' names must be listed on the claim form. For example, if there is a van booked to take multiple participants to an event and one person takes his/her own vehicle while two take the van, the person who took his/her own vehicle will be reimbursed only one third of the cost of the van.

If the claimant must take (as approved by an immediate supervisor) his/her own vehicle, kilometrage will be paid based on the current Board rate, which is reviewed quarterly. Kilometrage will be paid when the one-way distance travelled from the work location exceeds 100 km. Claims for reimbursement shall be processed upon completion of a Travel Expense Report

Form or Vehicle Kilometres Claim Form, using the Distance Table (see below) or actual kilometres for locations not mentioned on the chart. Costs of damage to personal vehicles including insurance deductibles will be the responsibility of claimant.

Attempting to work around this policy to obtain reimbursement is considered fraudulent and could result in progressive discipline, up to and including dismissal.

6.0 Family Member:

When a family member accompanies claimants on Board business, the Board shall not incur any additional costs as a result of accommodation, meals or travel. Costs associated with another person accompanying staff will be at the claimant's own expense.

7.0 Advances:

Claimants will be expected to pay the costs of travel when incurred and will be reimbursed for costs by submitting an employee expense form to the Business Department within 10 days of returning from a function. Advances may be given for extenuating circumstances and must be approved by the responsible Superintendent or Director of Education or designate. In this case, employee expense forms must be completed and sent to the Business Department within 10 days reconciling total expenses to the cash advance with under expenditures being reimbursed to the Board by cheque.

8.0 Hospitality for Non-Board Individuals:

Hospitality is the provision of food, beverage, accommodation, transportation and other amenities at board expense to people who are not engaged in work for the board. Functions involving only people who work for the School Board are not considered Hospitality expenses. Examples of Hospitality expenses are:

- Engaging in discussion of official Board matters with National, International or Charitable Organizations or honouring distinguished people for their service.

Hospitality expenditures (which may include alcohol), will be reasonable and approved by the Director of Education or designate prior to the occurrence of the expense. Expenditures must be supported by receipts. The names of individuals, their roles and the nature of the hospitality are to be clearly stated.

9.0 Other:

The Board will reimburse or accept a charge for reasonable personal phone calls to the employee's immediate family that confirms emergency contact information and safe arrival. Costs for other expenses such as additional telephone expenses shall be reimbursed at the discretion of the Director of Education or designate.

10.0 Approval:

Expenses for a group can only be claimed by the most senior person present.

Role	Approval Level
Employee	Manager/Supervisor
Manager	Superintendent
Superintendent	Director
Director	Chair of the Board

11.0 Distance Table

	Hornepayne	Chapleau	Wawa	Sault Ste. Marie	Iron Bridge	Blind River	Elliot Lake	Spanish
Hornepayne	0	336	196	421	538	561	621	597
Chapleau	336	0	140	308	218	245	300	295
Wawa	196	140	0	225	342	365	420	415
Sault Ste. Marie	421	308	225	0	117	140	200	176
Iron Bridge	538	218	342	117	0	-	-	-
Blind River	561	245	365	140	-	0	-	-
Elliot Lake	621	300	420	200	-	-	0	-
Spanish	597	295	415	176	-	-	-	0

The following Appendix is designed as a Guideline to be followed in situations where large numbers of employees are attending Board functions.

APPENDIX 1

PROCEDURE FOR BOARD PROFESSIONAL DEVELOPMENT OR SPECIAL EVENTS INVOLVING NUMEROUS PARTICIPANTS

1.0 Overnight Accommodations:

At times, overnight accommodation may be required where an in-service is required and employees must travel from District schools to attend. This will be specified by the organizer of the in-service.

In most cases overnight accommodation will not be required if you are travelling under 100 km one way. Organizers will accommodate travel to/from events within the in-service, i.e. Start PD at 9:30 a.m. to allow travel time. Any employee travelling more than 100 km one way at the beginning or end of the in-service may result in overnight accommodation

2.0 Meals:

Meals will be reimbursed as per Board policy as referenced earlier.

3.0 Transportation:

When feasible, Board provided transportation (i.e. bus/van) may be provided for district schools. Teachers choosing to bring their own vehicles will be reimbursed the cost of gas, with receipts. For geographic areas where it is not feasible to provide transportation, kilometrage will be paid when the one-way distance traveled from the work location exceeds 100 km. To remain environmentally conscious and to be fiscally responsible, carpooling is strongly recommended.

4.0 Other:

Principals will collect all Travel Expense Report Forms or Vehicle Kilometer Claim Forms from the school and will submit them together, within 10 days of the event to their appropriate Superintendent.