

# Travel



## Background

Employees of Northern Lights School Division #113 may be required to travel to meetings, workshops or to professional development suggested by their immediate supervisor (traveling on Division business). Employees may also initiate professional development directly related to their position within the school division.

Due to the large geographic area that NLSD #113 covers, travel expenses are significant and must be managed to ensure that the financial impact of travel costs does not reduce the Division's capacity to provide resources for our students.

## Procedure

1. **Traveling on Division business:** Meal and mileage rates as per current Division approved rates; criteria for meal rates, hotel rates and incidental expenditures are outlined in **Section A**; please refer to **Section B** for group event travel guidelines.
2. **Booking travel arrangements:** Travel arrangements (flight and hotel) are to be booked by authorized admin staff, refer to **Section C** for list. For some instances (refer to **Section B**), someone may make their own arrangements.
3. **Traveling for self-initiated professional development:** All professional development must be approved by the employee's immediate supervisor.

Teaching staff - adhere to the guidelines as per the Local agreement.

See: [www.nlsd113.com](http://www.nlsd113.com) > Human Resources > Agreements

Non-teaching school employees and Central/sub-office employees - adhere to Terms and Conditions, and Administrative Procedure 421.

See: [www.nlsd113.com](http://www.nlsd113.com) > Human Resources > Agreements

See: [www.nlsd113.com](http://www.nlsd113.com) > Admin > Forms and Manuals

4. **Travel expectations:** Staff should use discretion when traveling and not take unnecessary risks by travelling in bad weather or poor road conditions.
5. **Expense claims;** are to be a reimbursement of expenses and should be completed once participants are at the event or the event has concluded to reduce errors. Once approved, expense claim forms are forwarded to the accounting department and reimbursements are processed as soon as possible.
6. **Reward programs** – employees are not to claim frequent flyer miles or hotel loyalty points for travel on Division business. Any rewards earned from travel on Division business must accrue to the Division.

## Section A: Travelling on Board Business

### 1. Meal Rates

Division approved meal rates are as follows:

Breakfast	\$10
Lunch	\$15
Supper	\$25

The appropriate meal may be claimed per the following parameters:

- Departure before 6:30am/11:30am/5:30pm
- Return after 8:30/12:30pm/6:30pm

### 2. Exceptions

Meals may not be claimed if they are provided at the event being attended or otherwise. Breakfast is also not eligible to be claimed when employees are departing from their residence. Breakfast should not be claimed if complimentary Breakfast is provided as part of Division paid accommodations. Exceptions may be made by the employee's supervisor to accommodate severe dietary restrictions, but not for personal preference.

### 3. Accommodations

Reasonable expenses for accommodations, parking and taxes will be reimbursed. Employees are responsible for all other charges. When on Division business employees may request accommodations, from their respective supervisor (or group event coordinator in the case of a group event) if they are unable to return to their home community at a reasonable hour. Staff should use discretion when traveling and not take unnecessary risks by travelling in bad weather or poor road conditions in order to arrive safely to their home community.

### 4. Preferred Hotels

Employees are to select the most economical room at the approved hotel. The Division will keep an updated listing of preferred hotels that are first option when booking accommodations. Hotel rooms will not be booked at more expensive hotels than on the approved rate list when a room in an approved hotel is available. Employees are free to choose to stay at hotels not on the approved rate list, but will be responsible for the extra costs incurred above the Division approved hotel rate. Employees must pay for the hotel room and submit receipts with their expense claim to be reimburse the Division's approved nightly hotel reimbursement rate.

### 5. Division Travel Suites

5.1 When Division travel suites are available it is expected employees will utilize these before other methods of accommodation. Travel suites are booked on a first come, first served basis, but in some circumstances the priority of the work needing to be done will be taken into consideration and employees may be bumped out of a travel suite. All travel suite bookings are to be made through the La Ronge facilities office. Employees based in the community that wish to use a travel suite will pay the Division a nightly rate of thirty-five (\$35) dollars. Employees based outside of the community will have priority on travel suites over those who are based in the community.

5.2 In situations where it is more economical for employees to stay in a travel suite rather than commuting to the work location each day, it is expected employees will stay in the community they are performing work in. If an employee chooses to commute they will not be reimbursed for mileage and the commuting must be done on the employee's personal

time not work time. CVA charges for personal commuting will be charged back to the employee at the Divisions mileage rate.

## **6. Incidental expenses**

- Actual expenses for such items as taxicabs and parking - receipts required
- Bedroll allowance for seventy-five (\$75.00) dollars per night will be paid for accommodation in private residence while on Division business – no receipts required.
- Division facility allowance of twenty-five (\$25) dollars per night will be paid when employees stay in Division travel suites or in vacant Division housing

## **7. Mileage Rate**

The Division mileage rate is indexed to the price of gas in La Ronge and is adjusted quarterly.

## **8. Highway Travel**

8.1 Mileage is paid based on the Division approved mileage chart, which is calculated using the most reasonable and direct route between locations. Employees can use discretion to travel alternate routes, but mileage will only be paid at the approved rates on the chart. In cases where roads are closed by the Department of Highways and an employee must travel an alternative route, actual mileage that exceeds the mileage chart may be claimed with the approval of employee's supervisor. Incidental local travel is deemed to be covered by the mileage chart, extra mileage is not to be charged beyond the chart.

8.2 When an employee commences travel in a location other than their assigned community for personal reasons, mileage will be paid at the lesser of actual mileage or mileage from the employees assigned community to the destination.

8.3 Employees who are required to provide a truck or SUV as a condition of employment will be paid an additional premium of \$0.05 per km. A further premium of \$0.15 per km will be paid when required to pull a trailer for work purposes.

## **9. Local Travel**

Mileage for local travel may be claimed when appropriate. Local mileage claims must be accurate and detailed. Inflated mileage claims will not be paid. Employees may not claim mileage from their residence to their normal place of work or mileage incurred for coffee breaks, lunch or any personal matters.

## **10. Out of Province Travel**

Employee out of province travel on Division business must be preapproved by the Director. This does not include employee travel when chaperoning student field trips, approval for these trips is outlined in AP260.

## **11. CVA or Division owned vehicles**

CVA or Division owned vehicles are not to be used for employee personal travel. Any personal travel must be approved by the employee's supervisor and the Division reimbursed at the current mileage rate. CVA's and Division owned vehicles are to be stationed in the community the employee is assigned and not to be used to commute from other locations.

## **12. Flights**

Booking of flights on Division business is to be done by the appropriate authorized admin staff (appendix C). Employees are not to book flights on behalf of the Division and claim reimbursement.

## Section B: Group Travel

Administrative staff will communicate travel requirements for group events. Staff must ensure they confirm travel details prior to the deadlines set out by administrative staff. Failure to respond by deadline dates will result in staff not being able to attend the event or to make travel arrangements on their own.

Below are travel and accommodation requirements when multiple staff members from the same community are attending the same events or events in the same location.

### 1. Mileage - Mileage Allotment Formula

<u>People Attending Function</u>		<u>Mileage claimed</u>
One (1) person	Full	
More than one (1) - all in separate vehicles		each person gets ½
Person driving with passenger(s)	Full	
Passenger(s)		Not eligible

- Maximum claimed is one full mileage rate; you cannot claim more if you have multiple passengers.
- You **must** indicate who travelled with you to receive the full mileage.
- Personal travel plans added to Division approved travel do not warrant payment of full mileage. If you choose to travel to a group event alone you will be paid ½ mileage

### 2. Accommodations – booking within deadlines / ‘host’ hotel

2.1 In effort to prepare accurate and timely arrangements with hotels and meeting venues, employees must complete and return their Registration Form to the authorized administrative staff responsible for planning the event by the deadline. Employees must inform the authorized admin staff member of any changes to their accommodation form to avoid duplication and errors.

2.2 If someone does not confirm attendance by the deadline date they will be responsible for making their own accommodation arrangements and claim the bedroll allowance.

2.3 If someone wishes to stay at another hotel other than the “host” hotel they must declare it on the Registration Form and will also be responsible for making their own arrangements and claim the \$75 bedroll allowance on their expense claim form.

### 3. Shared Accommodations

3.1 Staff are expected to share accommodations whenever possible. Accommodations options are selected by completing the Group Accommodation/Registration Form. If an employee does not wish to share they are to make their own arrangements and claim bedroll allowance

## Section C: Authorized Admin Staff

<p><b>Cheryl Norgaard</b> Executive Secretary - Central</p>	<p><b>Myrna Bouvier</b> Executive Secretary - West</p>	<p><b>Grace Bell</b> Executive Secretary - Central</p>
<p><b>Jason Young</b>, Superintendent</p> <ul style="list-style-type: none"> <li>• Stony Rapids</li> <li>• Cumberland</li> <li>• Sandy Bay</li> <li>• Uranium City</li> <li>• Pinehouse</li> </ul> <p><b>Maureen Elias</b>, Superintendent</p> <ul style="list-style-type: none"> <li>• Student Services</li> <li>• Drivers Ed</li> </ul> <p><b>Consultants</b></p>	<p><b>Barry. Kimbley</b>, Superintendent</p> <ul style="list-style-type: none"> <li>• La Loche</li> <li>• Bear Creek</li> <li>• Jans Bay</li> <li>• Cole Bay</li> <li>• Green Lake</li> <li>• Buffalo Narrows</li> <li>• St. Georges Hill</li> </ul>	<p><b>Dawn Kuppenbender</b>, Superintendent</p> <ul style="list-style-type: none"> <li>• Curriculum &amp; Instruction</li> <li>• FNM Education</li> <li>• Community Schools</li> <li>• Career Development</li> <li>• Educational Technology</li> </ul> <p><b>Consultants</b></p> <p><b>Mark Williment</b>, Superintendent</p> <ul style="list-style-type: none"> <li>• Beauval</li> <li>• La Ronge</li> <li>• Air Ronge</li> <li>• Brabant</li> <li>• Weyakwin</li> <li>• Timber Bay</li> </ul>
<p><b>Shari Ward</b> Executive Secretary to Secretary Treasurer</p>	<p><b>Juanita McGunigal</b> Housing Administrative Assistant</p>	<p><b>Wendy Eldridge</b> Housing Administrative Assistant West</p>
<p><b>Board of Education Administration</b></p> <ul style="list-style-type: none"> <li>• Payroll</li> <li>• Finance</li> <li>• Human Resources</li> </ul>	<p><b>Facilities</b> (Central Office)</p>	<p><b>Facilities</b> (Sub Office)</p>

Also see:

**FORM 501-1 EXPENSE CLAIM**

**FORM 501-2 MILEAGE AND TRAVEL RATES**

**FORM 501-3 WEEKLY STATEMENT OF TRAVEL EXPENSES**

**FORM 501-4 EXPENSE CLAIM – BOARD MEMBERS**