



DIVISION: Finance

Policy #: FIN-401

POLICY NAME

TRAVEL - DISTRICT EMPLOYEES

POLICY STATEMENT

In accordance with this policy, the Newfoundland and Labrador English School District (NLESD) shall reimburse for travel expenses incurred by employees who are:

- required as part of their roles and responsibilities to travel in order to conduct NLESD business; or
- approved to travel as part of a conference, in-service or other professional development opportunity.

The Board of Trustees for the NLESD shall allocate appropriate funds through its annual operating budget for the travel of employees.

BACKGROUND

This policy is based on the Provincial Government's travel policies provided as part of its Human Resource Policy Manual and Executive Travel rules under the Compensation Policy and Procedures Manual.

SCOPE

This policy applies to all employees of the NLESD, including executive, management and all full-time, part-time and casual union and non-management, non-union employees. Bargaining unit employees should also consult their respective collective agreements.

This policy applies for all travel reimbursed to employees from all sources of District funds, including any travel funded out of school-generated funds and third party funding or grants dispersed through the NLESD.

APPROVED: August 18, 2017

AMENDED:

DEFINITIONS

Headquarters

The actual building or other place of employment where an employee is normally stationed or required to use as a base of operations on a permanent basis.

Designated Positions

Those positions designated by the Director of Education as required to provide a private vehicle for use on district business

Business Insurance

Insurance premiums charged by an insurance company for the use of a private vehicle for work purposes.

Travel Status

Employees who have travelled (as authorized) at least 20 km (by shortest publicly-maintained road) from their headquarters.

Board-Owned Service Vehicle

Vehicle owned or leased by the Board to be used for District business and includes commercial vans, trucks and passenger vehicles. This does not include school buses or vehicles used for student transportation.

POLICY DIRECTIVES

1 GENERAL

Travel claims shall be submitted by the claimant on a monthly basis and must be received by their supervisor within 10 calendar days of the end of the month of travel. For example, travel occurring in the month of September must be submitted by October 10. All claims must be fully completed indicating date(s) of travel, location of origin and destination and general purpose of travel.

Supervisors may approve, with a valid explanation, travel claims submitted up to the end of the month following the month of travel. Travel claims not submitted by this date for any reason **will not be reimbursed.**

2 PRE-APPROVAL OF TRAVEL

All out-of-District (out-of-Province) travel must be pre-approved by the Director of Education or his/her delegate.

Employees who are required to travel to fulfill their roles and responsibilities are authorized for day-to-day travel within their area of responsibility or assigned schools (see regulations). Employees are required to ensure that the most economical mode of transportation is used and

that work is scheduled with route efficiency in mind where possible and in considering the urgency of the travel. The employee's supervisor is responsible for monitoring regular day-day travel to ensure that District duties and travel efficiency are properly balanced.

All in-District (in-Province) travel as a part of a conference, in-service or other professional development opportunity must be pre-approved by the employee's supervisor.

3. AIRFARE

All airfare must be booked with the designated travel agency through the District's purchasing department with a District issued purchase order.

All air travel will be economy class except where, with the approval of the Director of Education, business class is the only seat available and a delay in travel is not acceptable.

Where the requirement to travel is known, employees are required to request a reservation at the earliest practical time in advance of the travel dates in order to allow for processing time and to avoid excess flight charges.

4. ACCOMMODATIONS

In circumstances where employees on travel status require overnight accommodations, the employee can either stay in a commercially-operated hotel, motel, inn or similar establishment, or arrange for a private accommodation.

Where employees stay in commercial accommodations, they must seek favourable hotel rates at their destination. Where accommodations offering government employee rates are available, claims cannot be in excess of these rates.

When approving requests for overnight accommodation supervisors should consider factors including start and end time of the meeting/conference, weather and road conditions and time of the year.

5. TRAVEL IN EMPLOYEE-OWNED VEHICLES

The NLESD will reimburse employees for approved travel using personal vehicles in accordance with rates outlined in the Provincial Government's travel policy and each respective collective agreements, as follows:

- Employees may choose their own route, however the distance reimbursed will be the shortest publicly maintained road between the starting point and destination. Supervisors may approve additional kilometers in certain circumstances (such as road closures).
- If there is an alternative method of travel, which is more economical than travelling in the employee's vehicle, the board shall reimburse at the most economical mode regardless of how the employee actually travelled.

- Travel between the residence of the employee and his/her designated headquarters during normal business hours shall be excluded from the reimbursement and shall be the responsibility of the employee.

The starting point and final destination of employees on travel status will normally be the employee's headquarters, however employees may be authorized to proceed on District business directly from their home, or return from a point of call directly to their home. The employee may claim mileage according to the following:

- Where the actual distance travelled is greater than the distance the employee would have travelled had he/she went directly to headquarters and returned directly home, the employee may claim the excess distance.
- Where the distance travelled is less than the distance the employee would have travelled had he/she went directly to headquarters and returned directly home, the employee cannot claim mileage.
- Where the employee is required to travel outside of regular business hours (e.g., on a weekend or an evening where the normal travel to and from the employee's headquarters has already occurred once for that day), the employee may claim the actual distance travelled.

6. DESIGNATED POSITIONS

Employees who are required, as a condition of employment, to provide a private automobile for use on District business will be entitled to claim an enhanced mileage rate. The enhanced rate is provided to employees in designated positions for the first 9,000 km travelled in each calendar year.

The Director of Education will provide a list of designated positions in the regulations. If an employee in a designated position is provided a Board-owned vehicle, he/she will no longer be eligible for the higher mileage rate.

Employees are required to ensure they have proper coverage for business use of personal vehicle if required by their insurance company.

The Board will reimburse employees in designated positions, the additional cost of business insurance, to a maximum per year as defined in the regulations, subject to the following:

- confirmation of the coverage and the additional premium from the insurance company;
- proof of payment of the insurance.

7. TRAVEL IN BOARD-OWNED SERVICE VEHICLES

All Board-owned, leased or rented vehicles shall be used for District business only. Private use is strictly prohibited.

Employees who are authorized to use a Board-owned service vehicle must complete vehicle usage log forms and gas log forms detailing all usage and fuel purchases.

All Board-owned service vehicles must be operated from a permanently-assigned place of work, and parked at the end of the day at the assigned location. An employee's supervisor may authorize the vehicle to be parked at the employee's place of residence:

- on occasions where it is advantageous for the employee to leave directly from his/her residence on District business; or
- for periods during which the employee is officially on call.

In situations in which a Board-owned service vehicle is parked at an employee's place of residence, a taxable benefit to the employee may apply in accordance with Canada Revenue Agency requirements.

During occasions where a Board-owned service vehicle is parked at an employee's residence, private use is strictly prohibited.

8. MEAL RATES

The NLESD will reimburse employees on travel status for the cost of meals using per diem rates in accordance with rates outlined in the Provincial Government's travel policy and as follows:

- Employees who have travelled in excess of 20 km (based on the shortest maintained public road) from their headquarters are considered to be on travel status.
- Employees may claim for breakfast when they are required to be on travel status at least 2 hours prior to the beginning of their regularly scheduled work day.
- Employees may claim for lunch when they are on travel status continuously between 2 hours prior to their normal lunch break and 2 hours following their normal lunch break. For example, if an employee's normal lunch break is from 12 noon to 1 p.m., he/she must be on travel status from 10 a.m. to 3 p.m. in order to claim a lunch per diem.
- Employees may claim for dinner when they are on travel status at least until 2 hours after the end of their regularly scheduled work day.
- Employee may not claim for meals, while on travel status, where the cost of the meal is provided as part of a conference, in-service, or other reimbursable cost.

9. TRAVEL REIMBURSED FROM SCHOOL GENERATED FUNDS

Travel reimbursed out of school-generated funds may be approved in instances where the school has available discretionary funds and the travel is considered a benefit to the school and/or students. Travel must be approved by the Administrator. In scenarios where the Administrator is travelling, an appropriate alternate approval must be obtained.

10. COMPLIANCE

Any NLESD employee who fails to comply with the terms of the NLESD's travel policy may be subject to disciplinary action, up to and including dismissal.