



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES TRAVEL, MEALS AND HOSPITALITY

#### **Approval:**

The Director of Education or designate will review and authorize approved attendance prior to the function for employees. A Conference Application must be completed and submitted for approval for any travel outside of your home location.

Trustee travel will be approved by Board resolution.

The Board will reimburse claimants for eligible expenditures, accompanied by original detailed receipts, subject to the following:

#### **Accommodations:**

When accommodation is required, preference should 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 and in-room movies, cost for additional guests in room (double occupancy), unless sharing with another board employee who has been approved to travel.

#### **Meals:**

Meals will be reimbursed on a per meal basis and will only be reimbursed for meals which are not provided for by the event.

Reimbursement for meals will be based on the following limits:

Breakfast	\$15.00 per day
Lunch	\$20.00 per day
Dinner	\$30.00 per day

The above amounts are inclusive of all taxes and reasonable gratuities. Claimants may not claim a meal when it is provided as part of a meeting or conference.

Original detailed receipts are required (credit card slips alone are not sufficient). Breakfast is not eligible on the first day of travel or if included in hotel rate. Dinner on return day eligible if it is not reasonable to be home by 6:00 pm.

When it is not reasonable to have a meal within the limits above, the Director of Education or designate may approve an additional expense for the individual meal(s) above the regular per meal allotment. **Alcohol cannot be claimed and will not be reimbursed.**

#### **Transportation/Travel Within the Board:**

All employees are responsible to get to a Huron-Superior Catholic 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. The board's kilometrage matrix (Appendix A) will govern actual kilometers travelled from one board worksite to another within the board's jurisdiction.

**Transportation/Travel Outside the Board:**

Eligible airline tickets, taxis, bus fares, and parking fees will be reimbursed to individuals with detailed receipts showing proof of payment. All expenses need to be reasonable and within the expectation that expenses need to be kept to a minimum.

Usage of a rental vehicle and associated gas expenses are expected by the Board when these costs are less than kilometrage reimbursement, unless there is a 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. Passenger 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 vehicle will be reimbursed only one third of the cost of the van.

If the claimant must take his/her own vehicle (as approved by an immediate supervisor), kilometrage will be paid based on the current board rate based on separate board policy.

Costs of damage to personal vehicles including insurance deductibles will be the responsibility of the trustee or employee.

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

**Spouse/Family Member:**

When the spouse or other person accompanies the trustee or employee on Board business, the Board shall not incur any additional costs as a result of accommodation (single vs double occupancy), meals or travel. Costs associated with another person will be at the individual's own expense.

**Expense Claim Reports:**

Trustee and employees will be reimbursed for eligible costs by submitting a Statement of Travel Expense form to the Business Department within 10 days of returning from the function.

Expense claim reports for all travel must be submitted to and approved by the Director of Education or designate. In the case of the Director of Education, his/her expense reports must be approved by the Chair of the Board. Expense reports must be accompanied by detailed receipts and event itinerary/agenda when applicable. Expense claim report procedures for trustees are based on separate board policy.

**Advances:**

Huron-Superior Catholic District School Board will NOT provide Travel advances.

**Other:**

Reasonable costs for other expenses such as telephone expenses and business internet charges shall be reimbursed at the discretion of the Director of Education or designate.

**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 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 detailed receipts. The names of individuals entertained, their roles and the nature of the hospitality are to be clearly stated. The reasonable consumption of alcohol may be included as hospitality.

**Consultants and Other Contractors:**

Under no circumstances can hospitality, incidentals or food expenses be considered allowable expenses for consultants and/or contractors.

Reimbursement for allowable expenses can be claimed and reimbursed only when the contract specifically provides for it.

**Appendix A**



**KILOMETRAGE MATRIX**

<b>KILOMETRAGE SUMMARY Sault Ste. Marie ONE WAY</b>	BOARD OFFICE / MSJC	HOLY CROSS	HOLY FAMILY	Q.L.O.	ST. BASIL	ST. FRANCIS	SMFI	ST. PAUL	S.M.C.	HALC	St. Kateri Outdoor Learning Ctr
BOARD OFFICE / MSJC		3.1	9.2	8.0	2.5	10.0	4.8	2.7	3.4	2.3	10.7
HOLY CROSS			10.5	8.8	5.3	10.5	2.4	4.7	5.1	4.9	13.1
HOLY FAMILY				2.0	5.9	1.7	12.0	7.3	6.6	6.0	4.3
OUR LADY OF LOURDES					4.3	2.8	10.7	6.0	5.4	4.3	4.7
ST. BASIL						6.4	5.3	2.6	3.4	1.1	8.5
ST. FRANCIS							12.7	8.0	7.4	7.6	5.8
ST. MARY F.I.								4.7	5.4	6.5	15.4
ST. PAUL									1.5	3.5	10.6
ST. MARY'S COLLEGE										4.6	10.1
HALC											8.2
St. Kateri Outdoor Learning Ctr											

<b>KILOMETRAGE SUMMARY Area ONE WAY</b>	Sault Ste. Marie	Blind River	Chapleau	Elliot Lake	Espanola	Hornepayne	Massey	Sudbury	Toronto	Wawa	White River
Sault Ste. Marie		143	313	200	240	424	213	307	686	228	317
Blind River			246	57	98	563	70	164	544	366	456
Chapleau				303	343	342	315	409	789	140	234
Elliot Lake					96	620	67	160	540	424	512
Espanola						661	27	71	451	464	553
Hornepayne							633	727	1056	202	111
Massey								94	474	436	525
Sudbury									387	529	618
Toronto										910	998
Wawa											94
White River											