

Fiscal Management 4105 <hr/> Travel Expenses	Administrative Application	
	Last Reviewed /Approved on:	January 15, 2020
	References:	The Education Act, 1995, Sec.85 Policy 2 – Role of the Board Policy 12 – Role of the Director
	Status:	Operational

Background

The Regina Catholic School Division (RCSD) is committed to an organizational culture that operates with integrity and promotes stewardship and accountability with respect to all decisions and practises. The reimbursement of travel expenses incurred by employees while carrying out their responsibilities on behalf of the school division is subject to Board policy, administrative applications, collective agreements, and contracts of employment.

All travel expense claims are subject to audit. Appropriate documentation, including original detailed receipts, shall be provided to support incurred expenses.

Principles

The school division believes that:

- a. Travel expenses incurred in the performance of job responsibilities on behalf of the school division are subject to reimbursement, provided they support the objectives of and provide benefit to RCSD.
- b. Appropriate accounting and reporting mechanisms are essential to managing expenditures under this administrative application.
- c. RCSD assumes no obligation to reimburse travel expenses that are not in compliance with this administrative application.

1. Travel Arrangements and Approval

- a. Travel must be approved before finalizing arrangements.
- b. Teachers incurring travel expenses under the Regina Catholic School Teachers' Association (RCSTA) allotment of the Professional Advancement Fund (PAF) are restricted by limits prescribed by the RCSTA. RCSTA limits are not to exceed those provided in this application.

2. Travel Expenses for Professional Development Activities and/or Meetings

- a. Hotel Accommodation

- i. Actual costs, supported by a receipt, when an employee is travelling on business and overnight accommodation away from an employee's residence is necessary. Hotel parking costs are reimbursed as part of hotel accommodation costs.
- ii. Employees not requiring hotel accommodation will be entitled to an allowance of \$20.00 per day (no receipts required).

b. Travel

- i. Travel rates paid to employees shall be the average of the travel rates paid to the Saskatchewan School Boards Association (SSBA), Saskatchewan Teachers' Federation (STF), and the Saskatchewan Public Service Commission or round trip economy air fare. Air travel may be used where economy of time or money warrants.
- ii. Travel rates will be adjusted on January 1st and July 1st of each year.
- iii. Where the cost of a rental vehicle will be less than the cost of mileage, consideration may be given to the use of rental vehicles. The vehicle rental charge and cost of gas, as evidenced by receipts, will be reimbursed. Taxis and/or buses are the preferred method of ground transportation for locations outside of Saskatchewan.

c. Meals

- i. A meal allowance, to a maximum of \$54.00 per day where meals are not provided by the professional development activity and/or meeting provider/host (no receipts required).
- ii. Meals are reimbursed at \$12.00 – Breakfast; \$16.00 – Lunch; \$26.00 – Dinner
- iii. In light of receiving a meal allowance, school division purchasing cards are **not** to be used for meals.
- iv. Claims for meals may be made as follows:
 - Breakfast: If the time of departure is earlier than 7:30 AM or the time of return home/work is later than 8:30 AM
 - Lunch: If the time of departure is earlier than 11:30 AM or the time of return home/work is later than 12:30 PM
 - Dinner: If the time of departure is earlier than 5:30 PM or the time of return home is later than 6:30 PM.
- v. Meals cannot be claimed for any meal provided as part of the conference/event.

d. Incidental Expense

- i. A maximum of \$15.00 per day for all charges such as gratuities, etc. may be claimed (no receipts required).

e. Registration

- i. Actual expenses supported by receipts.

f. Other Matters

- i. In the event an employee is disabled to the extent that they must be accompanied by an assistant, the expenses incurred by the assistant shall be recognized as an expense of the school division.
- ii. Where necessary, travel expenses will be paid for a total of two (2) days for travel to and from a professional development activity and/or meeting.
- iii. The amounts specified above shall be in U.S. currency when the professional development activity and/or meeting is taking place in the United States.
- iv. Expenses incurred by one (1) employee on behalf of another employee must be attributed to the employee for whom expenses were incurred.

g. Non-Eligible Travel Expenses

- i. Expenditures incurred by a family member
- ii. Expenditures for the use of recreational /fitness facilities/ spa treatments
- iii. Movies
- iv. Parking tickets and/or *Traffic Act* violations incurred for in-city and out-of-city travel
- v. Alcohol, including mini-bar charges
- vi. Gifts
- vii. Automobile repair expenses
- viii. Fundraisers or events for political parties
- ix. Dry Cleaning

3. Travel Expense Reimbursements for In-City Travel

a. Collective Agreement Provisions

- i. Teaching staff travel expense reimbursements are administered in accordance with the LINC Agreement between RCSD and the Regina Catholic School's Teachers' Association (RCSTA).
- ii. Caretaking and maintenance staff travel expense reimbursements are administered in accordance with the local collective bargaining agreement between RCSD and the Canadian Union of Public Employees (CUPE) Local No. 1125.

- iii. Education support professionals (ESP) travel expense reimbursements are administered in accordance with the *Regina Catholic School Division Education Support Professional Conditions of Employment, Compensation and Benefits* document.
- iv. Out of scope travel expense reimbursements are administered in accordance with respective employment contracts.

b. General Provisions

- i. The schedule of predetermined distances between all school division facilities must be used in the calculation of travel expense reimbursements between all school division facilities. The schedule is available in the Business and Finance Department's internal website.
- ii. Supervisors are responsible for the review and approval of reimbursements.
- iii. Travel expense reimbursements paid for the use of a personal automobile is deemed to cover all costs of operation including insurance, depreciation, gas, oil, repairs, etc.
- iv. Employees must satisfy themselves whether their vehicle insurance coverage should include the business use of their vehicles. Any additional insurance is at the cost of the employee. The school division is not responsible for reimbursing deductible amounts related to insurance coverage.
- v. Employees driving a personal vehicle on school division business cannot claim damages as a result of collision or breakdown.
- vi. Employee travel expense reimbursements will be made through direct deposit to the same bank/financial institution account as the regular payroll.
- vii. Employees residing outside the City of Regina will have their travel calculated within the Regina city limits.

4. Reimbursements

- a. Employees submitting a claim for reimbursement are responsible for compliance with this administrative application and for ensuring all claimed expenditures do not include any personal expenses.
- b. The immediate supervisor is responsible for ensuring that reimbursement claims conform to this administrative application.
- c. The Business and Finance Department will monitor claims for compliance to this administrative application and will return any non-compliant claims to the person authorizing the claim for follow-up.
- d. Should the Business and Finance Department refuse to reimburse a claim for lack of receipt(s) or supporting documentation, the employee may appeal in writing to their

respective Superintendent with an explanation as to why the required receipt(s) or document could not be provided.

- e. The Chief Financial Officer may reject the appeal or authorize the reimbursement.
- f. Reimbursements should be received within thirty (30) days of receipt by the Business & Finance Department.