

## **Chapter 2 Budgeting and Financial Management**

### **2.1 Travel**

#### **Policy Statement**

This policy has been designed to balance APSEA's need to contain costs and demonstrate prudence with the employee's need for convenience when travelling on APSEA business. It provides for the reimbursement of reasonable expenses necessarily incurred. Such reimbursement does not constitute income or other compensation that could result in personal gain.

#### **Responsibility**

All employees who submit travel expenses for reimbursement are stating that their request is consistent with this policy.

All employees who approve a travel reimbursement request or travel approval request are attesting that the request is consistent with this policy and they have the appropriate authorization to approve the request.

#### **Definitions**

*Allowance* – An authorized amount that may be claimed in lieu of actual expenditures for specific items, such as kilometrage.

*Commercial Accommodations* – Hotel/motel type of accommodation or similar commercial establishment, which provides lodging at an established daily rate.

*Expense Claim Form* – The form used to submit a statement of expense claim for reimbursement, including the electronic form.

*Expenses* – The actual costs incurred, supported by proof of payment, up to the amount judged by the Employer to be reasonable, based upon experience of what such costs should be in the circumstances. Alcohol purchases are deemed to be unreasonable and therefore will not be reimbursed.

*Incidental Expenses* – Includes items such as personal supplies and services, the costs of which can be attributed to a period in travel status, but for which no other reimbursement or allowance is provided under this policy.

*Kilometrage* - The distance actually travelled on APSEA business.

*International Travel* – Travel outside Canada.

*Public Transportation* – All forms of transportation for which a fare is paid, other than privately owned, rented, or chartered vehicles.

*Travel Expense* – An expense actually and necessarily incurred by an employee in connection with travel on APSEA business.

*Travel Status* – Time the employee spends on APSEA business involving travel and/or accommodation with the approval of his/her supervisor.

*Workplace* – The location at or from which an employee ordinarily performs the duties of their position. In the case of an employee whose duties are of an itinerant nature, it is the actual building to which the employee returns to prepare and/or submit reports, etc., and where other administrative matters pertaining to the employee's employment are conducted.

## **Policy Objective**

To ensure travel is completed in an efficient and cost effective manner and employees are aware of permissible expenses.

## **Application**

This policy applies to all employees traveling on APSEA business.

## **Policy Directives**

### Administration

It is the prerogative of APSEA to determine whether, when, where, by whom, and by what means travel will be undertaken and to select the mode and class of transportation and the accommodation to be used, subject to the provisions of this policy.

Allowances, rates, and conditions of payment and reimbursement are intended to meet reasonable, legitimate expenses that are necessarily incurred as a result of the requirement to travel.

Personal credit cards may be used for payment of travel expenses provided the travel expense claim is supported by an official itemized receipt or a voucher or invoice supplied by the

establishment indicating the payment of the account. The employee must pay his/her own credit/travel card accounts. Any fee or deposit required for maintaining a personal credit card must be borne by the employee. Interest charges and surcharges on credit card accounts cannot be claimed.

### Submission of Expense Claim Forms

Staff members are to submit their Expense Claim Forms on a **monthly** basis.

At year-end all expenses must be submitted (with receipts) with a deadline of the 2nd Friday of April as the last day of submission for the previous fiscal year. **Claims made after this date for previous fiscal year's expenses may not be accepted.**

### Receipts

Receipts must be obtained and submitted to support all travel expenditures, including parking, commercial accommodations and highway tolls.

The only expenses for which receipts are not required are:

- kilometrage;
- parking meter;
- per diem meal allowances;
- per diem incidental expenses;
- per diem private accommodations.

### Out-of-Province Travel

All out-of-province travel that is outside the normal course of an employee's duties shall be preauthorized by the Superintendent/Director and all travel plans must be reviewed prior to being authorized. For purposes of this policy, travel to the APSEA Centre for in-services or meetings is not considered out-of-province travel regardless of an employee's normal workplace.

All requests for out-of-province travel shall contain the following information:

- the purpose and duration of the trip;
- the location(s) to be visited;
- the dates and times of arrival and departure;
- the method and estimated cost of transportation;
- the estimated cost of vehicle rental, including size, if applicable;
- the type of commercial accommodation, location, and daily rates;
- the estimated cost of meals and incidental expenses;
- other allowable expenses.

### International Travel

International travel must be approved by the Superintendent. All requests for international travel must include the same information required for out-of-province travel.

### Attendance at Conferences/Non-APSEA Meetings, etc.

If authorized to attend a conference or non-APSEA meeting, etc., an employee may claim the related expenses, up to the pre-approved amount.

### Business Travel including Vacation/Personal Reasons

If authorized, an employee may combine a business trip with one taken for vacation or other personal reasons. The allowable travel expense will be limited to those actual, allowable costs that would have arisen if the trip had been made solely for business purposes and in no instance may exceed the most economical means of travel. All expenses relating to an employee's partner or other travelling companion(s) are not allowable.

### Privately Owned Vehicle

Employees shall normally use only the most direct routes and shall claim only for the distance necessarily driven on APSEA's business during the period claimed.

Employees are responsible for obtaining sufficient insurance coverage and for the payment of all premiums. APSEA assumes no financial responsibility, including the deductible in the event of an accident, beyond payment of the authorized kilometrage rate.

Expense claims must contain sufficient information so that kilometrage can be audited for accuracy. Reasonable explanations must be provided for kilometrage in excess of the most direct route.

### Air Travel

When booking air travel, the lowest available airfares appropriate to particular itineraries shall be sought.

A refund of airfare paid by an airline to an employee who is bumped or voluntarily postpones their flight at the request of the airline will be refunded to APSEA.

## Rental Vehicles

Employees may travel by rental vehicle if it is the most economical means of transport or at the discretion of a director when determined reasonable under the circumstances.

## Taxis

In general, the use of taxis should be confined to short trips in situations where it is not suitable or reasonable to use local public transportation. The points of departure and destination must be indicated. Taxi chits are available for travel from the APSEA Centre.

## **Accountability**

*Superintendent* - The Superintendent is accountable to the APSEA Board of Directors for compliance with this policy and to make certain there is an approval process to ensure all expense claims are properly prepared, documented and approved.

*Directors/Supervisors* - Directors/Supervisors have the responsibility for administering travel in accordance with the requirements of this policy. Specifically, directors/supervisors must:

- determine whether travel is necessary;
- ensure travel is completed in the most cost effective manner available in the circumstances;
- ensure distance is considered in the assignment of caseloads and that schedules are designed to minimize travel while meeting the needs of the students.
- ensure travel arrangements are consistent with the provisions of the policy;
- where required, preauthorize travel through the prescribed process;
- verify and approve travel reimbursement requests.

*Employee* - The employee shall:

- obtain prior authorization to travel, except where otherwise provided;
- submit fully completed expense claim forms with necessary supporting documentation, including receipts and explanations as required;
- submit claims within the timelines provided in this policy.

All employees are responsible for becoming familiar with the provisions of this policy.

Any fraudulent irregularity in a travel expense claim submitted by an employee, or any other misuse or misappropriation of public funds, may result in, without limitations, disciplinary action, which may include termination. A supervisor should consult with their respective Director/Superintendent prior to administering disciplinary action.

## **References**

- Province of Nova Scotia Human Resources Management Manual Policy (Manual 500 – 26.1 Travel Policy)

## **Monitoring and Review**

- The Superintendent or designate will review this policy annually.

## **Approval Dates**

Approved: January 27, 2017

Revised:

## **Communication/Enquiries**

For information about this policy, please contact the Superintendent (902/424-8500, [apsea@apsea.ca](mailto:apsea@apsea.ca)).