



## Chapter 2 Budgeting and Financial Management

### 2.1 Travel

#### Policy Statement

APSEA recognizes that employees will, at times, need to travel to complete their responsibilities. APSEA has adopted this policy to provide employees with knowledge of what procedures are involved and what expenses are reasonable and can be reimbursed when paid directly by the employee.

#### 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.

**Out of Province Travel** – Travel outside the province of the employee's normal work location.

**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 their supervisor.

### **Policy Objective**

APSEA recognizes its responsibility to reimburse employees for ordinary expenses incurred while traveling on APSEA business. The purpose of this procedure is to ensure employees are aware of allowable travel expenditures and that expense reimbursement is applied consistently.

### **Application**

This policy applies to all employees travelling 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 their 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.

#### Out-of-Province Travel

All out-of-province travel that is outside the normal course of an employee's duties shall be preauthorized by their direct supervisor 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.

## **Accountability**

### **All APSEA Employees**

APSEA employees are responsible to understand and follow all APSEA policies and documents related to travel.

Employees also have responsibility to:

- 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.

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/manager should consult with Human Resources prior to administering disciplinary action.

### **Superintendent/Directors/Supervisors/Managers**

As members of the Leadership Team, these individuals are responsible for administering travel in accordance with the requirements of this policy and will take reasonable measures to bring this policy to the attention of all employees and ensure directives are being followed.

They also have responsibility to:

- 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 children and youth who receive APSEA services.
- 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.

### **Monitoring**

- The Superintendent or their designate will review this policy annually.

### **References**

- Travel Procedure
- Fraud Policy
- Collective Agreements

This is an organizational policy designed to supplement other APSEA policies and is not intended to replace or preclude them. If a situation occurs where there is a conflict between application of this policy and any other APSEA policy, the policy most specific to the situation will apply.

### **Approval Dates**

Approved: January 27, 2017

Revised: November 13, 2019, October 2021, February 2022