

ATLANTIC PROVINCES SPECIAL EDUCATION AUTHORITY

[ASL Translation](#)

Procedure Title: **Travel Procedure**

Issue Date: **February 2022**

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 expenses and that expense reimbursement is applied consistently throughout APSEA.

Collective Agreements

Provisions of the collective agreements will prevail insofar as they are applicable to travel. Relevant sections are referred to in Appendix A.

Reimbursement of Expenses

Employees who are required to travel for work will be reimbursed for reasonable travel costs incurred. Reasonable travel costs may include:

- kilometrage;
- accommodations;
- meals;
- parking;
- bridge, highway, and other tolls;
- rental vehicles;
- airfare;
- taxis; and
- incidentals.

Expenses not Eligible for Reimbursement

- Meals that are provided or included in a conference or registration fee.
- Meals that are provided or included at a meeting.
- Alcoholic beverages.
- Movie rentals.
- Dry cleaning.
- Personal telephone calls.
- Parking fines or traffic violations.
- Kilometrage not related to APSEA business.

- Any other personal expense not listed above.
- Any other expense not deemed reasonable by the finance department.

Submission of Expense Claims

Expenses will normally be reimbursed through automatic deposit with the regular biweekly pay after they have been approved by the direct supervisor. Employees are to submit their expense claims on a monthly basis.

Receipts must be obtained and submitted to support all travel expenditures except for the following:

- kilometrage;
- bridge and highway tolls;
- parking meters;
- per diem meal allowances;
- per diem incidental expenses; and
- per diem private accommodations.

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.**

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.

Kilometrage

Kilometrage is paid for actual travel incurred at the current provincial government rate for Nova Scotia (effective April 1 of each fiscal year).

Employees who use their own vehicle on the employer's business shall be paid at the current rate for kilometrage over and above those kilometers they normally incur to travel from and to their residence and their base work location. Kilometers will be calculated using the most direct or expeditious route.

Examples:

If an employee travels a total of 150 kilometers in a day, of which 30 kilometers is the distance to and from home (15 kilometers each way), they would be entitled to be compensated for 120 kilometers (as long as this is all related to the employer's business and it is the most direct or expeditious route).

If the same employee goes to their base work location in the morning and later that day travels 50 kilometers to a business meeting and returns to work later that day but decides to take a scenic route (during their lunch hour) that requires a trip of 65 kilometers, they would be entitled to be compensated for 100 kilometers (as the return trip was not the most direct or expeditious route).

Employees shall use only the most direct route unless another route is preferable in the circumstances. Instances when another route may be preferable include:

- if the most direct route is a secondary road, and another route would take less time;
- road construction may result in significant delays; or
- if safety is a consideration.

Employees shall claim only for the distance necessarily driven on APSEA's business during the period claimed. Kilometrage driven for personal reasons shall not be claimed.

Expense claims must contain sufficient information so that kilometrage can be audited for reasonableness.

Exceptions to the kilometrage calculations must be approved in advance, in writing by the Director of Finance and Administration.

Accommodations

When commercial accommodation is required, the respective administrative assistant will arrange for the cost to be directly billed to APSEA. If this is not possible due to time constraints, the employee may book their own accommodation and add it to their expense claim. Price, location, and suitability will be considered when booking commercial accommodation. Employees will be reimbursed the actual and reasonable expenses for accommodation not directly billed to APSEA, upon submission of receipts. Employees should normally stay at establishments offering government rates or other discounts.

When travel plans change and the accommodation is not required, the employee shall ensure the reservations are cancelled with the commercial establishment. Proof of cancellation shall be obtained (i.e., email or cancellation number and agent's name).

When an employee is required to be away overnight, the employee's supervisor may authorize the use of private accommodation. Where the use of private accommodation is approved, employees may be reimbursed up to a maximum of \$40.00 per night.

Meal Allowances

The amounts that can be claimed for meals, including taxes and gratuities, are the actual amounts expended up to the specified maximum, as follows:

Breakfast	\$ 8.00
Lunch (mid-day)	\$15.00
Dinner (evening)	\$20.00

The cost of breakfast may only be claimed on the first day of travel if it is necessary for travel to begin before 6:30 am.

Lunch may not normally be claimed by employees while providing service to their assigned caseload. Exceptions may include overnight travel and instances when the supervisor or another employee who is eligible to claim the lunch meal is travelling with the itinerant employee for the day.

The cost of the evening meal may only be claimed when an employee cannot return to their residence before 6:30 pm.

Reimbursement in excess of the prescribed per diem rates will only be paid in exceptional circumstances and must be approved by the direct supervisor.

Meal allowances may not be claimed when meals are provided at the APSEA Centre, included as part of a conference, meeting or other event, or included with air or other travel.

Rental Vehicles

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

Prior to accepting control of the rental vehicle, and upon return of the vehicle, the employee must perform an inspection of the vehicle with the rental company employee and identify any damage to the rental agreement. The employee must report to their supervisor any loss or damage to a rental vehicle.

Where reasonable and practical, only compact-sized vehicles shall be rented. Full-size or specialty vehicles may be authorized only when warranted by:

- the number of passengers to be carried;
- the bulk or weight of the goods to be transported;
- provision of winter tires; or
- extenuating circumstance.

Drop-off charges will not be reimbursed unless preauthorized and may be authorized only where it is cost beneficial.

Arrangements may be made to have the cost of a rental vehicle directly billed to APSEA through the respective administrative assistant. An employee who pays for the rental will be reimbursed upon receipt of their travel claim with appropriate receipts.

Air Travel

Standard for Air Travel – Arrangements for air travel will be made by the respective administrative assistant. The standard for air travel is economy class. This may be varied only when an additional cost is justified by reasons such as there being no less expensive class of air travel available and a delay in travel is unacceptable, with authorization. Discount and reduced fares shall be selected rather than full-fare economy when these rates are available.

The various restrictions or benefits that may apply to certain special fares should be considered when determining the most economical means of travel available.

Ground Transportation – The cost of transportation to and from an airport may be claimed, and wherever practical, such travel should be by airport bus or other economical means.

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

Taxis

In general, taxis may be used for short trips. The points of departure and destination must be indicated. While at the APSEA Centre, taxi cabs are available for local travel.

Incidental Expenses

Employees will be reimbursed an allowance of \$5.00 per night to cover incidental out-of-pocket expenses for which no other allowance is provided.

APPENDIX A

Collective Agreements

APSEA's collective agreements include provisions for reimbursement as noted below.

Nova Scotia Teachers' Union (NSTU)

ARTICLE 43 – TRAVEL EXPENSES

Nova Scotia Government and General Employees' Union (NSGEU)

ARTICLE 29 – TRAVEL REGULATIONS

ARTICLE 13 – CALLBACK

New Brunswick Union of Public & Private Employees (NBUPPE)

27.02 Meal, Incidental & Accommodation Allowance