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Policy Title: 4.2 Travel
Section: 4.0 Other
Last Approved: January 2020

BACKGROUND

The purpose of this policy is to outline in province and out of province travel policies.

APPLICATION

The application of this policy is to provide direction to current employees, executive, and committee members regarding travel and the reimbursement of eligible travel expenses.

The definition of out of province includes international travel. Lloydminster is regarded as within the province for travel and reimbursement purposes.

POLICY STATEMENT

1. The Executive establishes all travel reimbursement rates. Employees, executive, and committee members are reimbursed at the same rates, unless otherwise provided.
2. Employees, executive, and committee members will act professionally and responsibly on Association-sponsored travel. Expenditures incurred on Association business that are reasonable and align with the travel policy and guidelines, will be reimbursed accordingly.
3. Employees, executive, and committee members may combine Association and personal business travel.
 - 3.1. Travel must be reimbursed at the lesser of:
 - 3.1.1. actual transportation expenses; or
 - 3.1.2. an estimate of the minimum acceptable expenses that would have been incurred if the personal travel had not taken place.
 - 3.2. Additional expenses arising from personal extensions to Association travel are the employees, executive, and committee members' responsibility.
 - 3.3. Expenses for an employees, executive, and committee members' spouse or family members are not reimbursable, except:
 - 3.3.1. When a spouse is formally representing the Association and written invitation has been issued to the spouse.
 - 3.3.2. Travel is to a formal banquet, retirement or awards function.
4. The role of the President and Executive Director requires travel within and outside of the province. All travel activities are regularly reported to the Executive. Expense claims are reviewed by the Vice President.
5. Executive members may be required to travel within the province in relation to their duties as members of the Executive and/or committees. Any out of province travel requires approval by the President, with the exception of travel to the annual Canadian School Boards Association conference for professional development purposes.

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6. Committee members may be required to travel within the province in relation to their duties as members of committees. Any out of province travel requires approval by the President.
7. Staff may be required to travel within the province in relation to their role and responsibilities. Any out of province travel requires prior approval by the Executive Director.
8. Expense claims must be completed for reimbursement. Expense claims are reasonable, properly reported and comply with established rates and allowances. Expense claims must be appropriately approved.
9. Employees, executive, and committee members are responsible for all operating and maintenance costs associated with the use of privately owned vehicles on Association business, including licensing and insurance.
 - 9.1. The Association will not provide a leased vehicle or monthly allowance for compensation to employees, executive, or committee members. All personal vehicle travel will be reimbursed at the approved mileage rate.
 - 9.2. The Association will reimburse for a reasonable rental vehicle based on actual charges.
 - 9.2.1. The user must ensure that there is sufficient insurance coverage on the rental vehicle as the Association will not be responsible for any damages or liability.
 - 9.2.2. The user is responsible for fulfilling all of the rental car requirements, including returning the vehicle with fuel. Fuel surcharge by rental car companies will not be reimbursed.
 - 9.2.3. Luxury vehicles, as defined by rental car categories, are not to be rented for Association business.
 - 9.3. The Association will not pay or reimburse charges for traffic offenses and any expenses associated with the offense.
 - 9.4. The Association will pay or provide reimbursement for air travel subject to the following:
 - 9.4.1. Air travel is not in premium, business, or first class.
 - 9.4.2. Air travel may be used for in-province trips subject to a cost/benefit analysis and receipt of prior approval by the appropriate approver and the Director of Corporate Services.
 - 9.4.3. Chartered flights may be permitted where there is no scheduled air service available, the charter cost is economical as compared to scheduled air service, and the charter aircraft and crew meet the safety, maintenance and experience standards established by Transport Canada for such operation. Prior approval by the appropriate approver and the Director of Corporate Services is required.
10. Where travel outside of Canada is required by the employer, an employee may be reimbursed for the cost of procuring a passport, where a passport is required for travel and the employee does not hold a valid passport.

REFERENCES

SSBA Bylaw 4.2 – Executive – Powers and Duties
Executive Policy 5.0 – Role of the Vice President
Financial and Operational Policy 1.3 – Financial Signing Authority

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Financial and Operational Policy 4.1 – Executive and committee honorarium and expenses

Financial and Operational Policy Appendix 4.1A – Guidelines for completing expense claims

Financial and Operational Policy Appendix 4.1B – Rates

Staff and Human Resources Policy 7.0 – Staff Working Conditions Compensation and Benefits (Clause 7.04 (n) Reimbursement of Expenses)