

**THE PROTESTANT SEPARATE SCHOOL BOARD
OF THE TOWN OF PENETANGUISHENE**

POLICY MANUAL

POLICY TITLE:

Travel, Meal and Accommodation Allowance

SECTION/CODE:

Personnel A – 5

APPROVAL DATE:

February 12, 2024

SUPERSEDES:

April 10, 2017

NUMBER OF PAGES:

Page 1 of 5

REVIEW DATE:

February 2028

POLICY STATEMENT

The Protestant Separate School Board of the Town of Penetanguishene (PSSBP) shall reimburse employees and contract staff for reasonable expenses incurred on authorized Board business. The Board recognizes the moral, ethical, and monetary value of responsible stewardship of the Board's resources as it relates to expenses claimed for reimbursement. Reimbursement will include costs incurred by personnel for registration fees, travel, business telephone charges, meals, and accommodation when attending approved activities, conferences and conventions. All conditions set out in the Administrative Regulations below must be met in order to qualify for payment.

The *Broader Public Sector Expense Directive, Implementation Guide for Ontario School Boards* sets out the guidelines for developing policies regarding the management of travel, meal and hospitality expenses. This Directive may be found at: <https://files.ontario.ca/tbs-bpspd-en-2023-05-05.pdf>

The PSSBP has sourced this Directive to support and formulate the current A-5 Travel, Meal and Accommodation policy.

PURPOSE

To outline approved expenses incurred by employees when performing their duties and responsibilities, and the manner in which those expenses are reimbursed.

ADMINISTRATIVE REGULATIONS

1. Employees are entitled to be reimbursed for approved out-of-pocket expenses that are incurred for official duty, function or on behalf of the PSSBP and which are reasonable and appropriate in the circumstances in which the expense is incurred. These expenses are approved by the Supervisory Officer, if they are considered as activity/business on behalf of the Board.
2. Prior to travel, the applicable Board approved Request Form must be submitted to the Board for approval. Any travel of an ongoing nature e.g. routine pickup of supplies, etc. will receive the verbal approval of the appropriate supervisor.
3. The Board reserves the right to limit the number of travel allowance claims on any trip.

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Page 2 of 5

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ACCOMMODATION

1. The type, standard, cost of accommodation, and the period for which costs may be allowed shall, in the opinion of the Supervisory Officer be reasonable considering all relevant circumstances.
2. Recreational costs e.g. fitness facilities, video rentals, mini bar charges, etc., will not be reimbursed
3. Hotel parking, public transportation, and/or taxi fares, where necessary to travel to the applicable venue, will be reimbursed with receipt.

TRAVEL

1. Travel allowances shall be at the rate of \$.45 (45 cents) per kilometre paid by the Board based on the Canada Revenue Agency (CRA) directive, deemed reasonable, taking into consideration the following assumptions and conditions:
 - that the rate and/or account paid is calculated to cover all operating expenses of the vehicle, including depreciation, insurance, interest, license, fuel, oil, tires and maintenance
 - that the rate paid or to be paid relieves the Board of any further responsibility for costs or expenses resulting from accidents, fines, tolls, or other extraordinary costs incurred while the vehicle is being operated on Board business.

The rate will be reviewed annually by the end of January to ensure the most up to date CRA mileage pricing is being used.

2. Reimbursement for travel will be provided according to the shortest route that does not involve a toll route. A route calculator e.g. Google Maps, MapQuest, must be presented with each travel expense claim.
3. It is expected that effort be made to share transportation whenever possible and/or to select the most economic mode of travel. Employees travelling over 400 kilometres (round trip) for business purposes will review the cost of rental of a vehicle versus estimated mileage costs for the proposed journey. In the event that rental of a vehicle is less expensive than payment of mileage for said trip, the employee may choose to travel using his/her own vehicle, but will be reimbursed up to a total of 400 kilometres at the applicable rate. If an extraordinary opportunity arises for professional development that requires travel in excess of 400 kilometres (roundtrip), the Supervisory Officer must pre-approve the travel for full reimbursement of mileage.
4. Rentals are to be midsize models, if available, except:

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February 12, 2024

April 10, 2017

Page 3 of 5

February 2028

4.1 a) When the employee has negotiated for a regular vehicle at a rate equal to or less than that charged for a midsize car. In such cases, the employee must obtain written verification from a representative of the car rental company regarding the rates, or:

4.2 b) When the number of employee passengers using the vehicle dictates otherwise.

5. Air travel is the most common means of approved transportation for long journeys. Travellers are responsible for booking travel at the lowest reasonable cost. Reimbursement for personal mileage, in lieu of airline cost, is acceptable if the mileage claimed does not exceed the cost of the intended airline ticket. Employees who do not wish to travel by airline shall inform the Board in writing and request authorization to use other transportation methods.
6. Employees must provide written notification to the Board when accompanied on business travel by any non-PSSBP staff individual. Charges incurred by a travel companion not employed by the Board will not be reimbursed. If the travel companion accompanying the Board employee is not working on behalf of the board, then the Board's Liability policy will not extend to cover the travel companion.
7. An employee may, in lieu of using hotel accommodation, stay overnight with a friend/relative and receive an allocation of \$40.00 to purchase a gift for the host (hostess). Receipt is required.

MEALS

1. Meal allowance shall be paid at the rate of:

Breakfast	maximum	\$15.00
Lunch	maximum	\$25.00
Dinner	maximum	\$35.00
2. Receipts, with written explanation, must be provided for meal costs that exceed the approved meal allowances. Any approval of an overage of an allowable expense will be at the discretion of the Supervisory Officer.
3. When more than one meal is claimed for any day, a claimant may allocate the combined maximum rate between/among the meals e.g. for a full day of claims (breakfast, lunch, and dinner) individuals have the discretion to allocate the daily three-meal rate among meals. Detailed original receipts must be included.
4. No reimbursement is provided for alcoholic beverages.

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Page 4 of 5

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February 2028

5. Reasonable gratuities paid to meal servers may be claimed (15% - 18%) provided that the amount is included in the maximum allocation for the meal/day.
6. Meals will not be provided prior to or following the duration of Board business unless, subject to the approval of the Supervisory Officer, the direct travel time from/back to the home destination goes into the regular mealtime hour.
7. Where meals are included in the costs or as part of the conference, meeting, or training, meal expenses will not be reimbursed, unless there are dietary issues preventing the individual from partaking in the provided meal.
8. With the approval of the Supervisory Officer and/or Board, meal expenses that are incurred as part of external contacts that are designed to foster relationships, create stewardship and nurture volunteers or involve partners, community or government representatives, the allowance for meals shall be the same as those stated in this policy under MEALS Section 1.

CLAIM PROCESS

1. School staff shall submit completed expense claims, on the Board approved Expense Claim, to the Principal for approval.
2. The Principal shall forward any approved expense claims to the Supervisory Officer.
3. All Board office staff and Contract staff shall submit completed expense claims to the Manager of Finance and Treasurer.
4. All Board and Contract staff are requested to submit completed expense claims within 45 days of the expense being incurred.
5. The deadline for submitting claims for the school year is by the end of the first week of September.