

<b>IDENTIFICATION CODE</b>
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<b>POL08-173</b>
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**TITLE:            POLICY ON ANNUAL OUTINGS**

<b>DATE OF COMING INTO FORCE</b>	<b>AUTHORIZATION REQUIRED</b>	<b>FOLLOW-UP RESPONSIBILITY</b>
March 14, 2000	Administrative Services	Human Resources Service

**INFORMATION FORM**

	<b>DATE</b>	<b>AUTHORIZATION</b>
<b>ADOPTION</b>	March 14, 2000	Ordonnance 00-014
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## 1. DEFINITIONS

- 1) Employee: All personnel employed by the C.S.L. and benefiting from annual outings, according to articles of their collective agreements.
- 2) Dependants: Legally known dependant(s) according to articles of collective agreements.
- 3) Point of departure: Legally known address of employee at time of hire, according to the collective agreements.
- 4) Assignment: Village where employee works.
- 5) Required documents: Commercial receipts showing the stamp or seal of the establishment. (Account and Credit card and/or debit statements are not accepted).

## 2. OBJECTIVES

- 1) To inform employees of the rules applied when refunding expenses incurred during annual outings.
- 2) To refund the incurred expenses, according to the present policy and the different collective agreements.
- 3) The School Board agrees to reimburse all types of commercial transport except helicopter, provided that the employee supplies the required documents for incurred expenses, not exceeding the maximum amount stated in article 2 of Modalities.
- 4) An employee using his/her personal vehicle will be reimbursed, upon presentation of the required documents, up to the maximum amount allowed (article 2 of Modalities). The following method will apply:
  - Meal expenses (article 5 of Modalities);
  - Lodging expenses (article 5 of Modalities);
  - Cost of Ferry crossings (Passengers and vehicle);

→ An allowance of 0.46 \$ per kilometer will be paid when travelling off the Lower North Shore, in compliance with the distances from the website addresses mentioned in annex (this allowance covers all expenses incurred for use of a vehicle, including gas and oil). N.B. Outings less than 100 km, receipts are not required.

→ Destination of the trip (article 9 of Modalities) ☐

→ Carpool

In order to promote carpooling when more than one employee (entitled to annual outings) travel together, the school board will allow the owner of the vehicle 0.64 \$ a kilometre (instead of 0.46 \$). Name(s) of passenger(s) will have to appear on the reimbursement form.

Each claim will be reimbursed according to a reasonable travel time and the pre-established distances from the website addresses mentioned in annex.

In order to apply the above paragraph, the vehicle must be used for all or part of the total mileage of the trip.

The fact that an employee uses his/her vehicle to transport his/her dependents from or to his place of assignment does not entitle him/her to the refund for a return fare (the allowance for his trip will be calculated as if he had travelled one way on the same date as his/her dependents and the allowance for the vehicle will be treated as if it were for a long term parking). The same procedure applies whenever an employee is being chauffeured by another individual.

- 5) Whenever an employee incurs transit expenses, (expenses will only be refunded if the stop-over was before his/her destination point or within a radius of 100 km or more of his/her destination) reimbursements will be as follows:

→ Meals: maximum \$ 52.00 per day (receipts are required):

10.00 breakfast;

15.00 dinner;

27.00 supper.

→ Hotel Room: Cost incurred (the employee and/or his/her dependants should make sure that the best possible price is obtained for a reasonable quality service).

The incurred cost of the room will be refunded with receipt. Should an employee not provide the required document, the amount he/she may claim is \$ 30.00 per night (this amount is per night, per employee).

#### 6 a) **WEST SECTOR**

Taking into consideration the uncommon means of transportation on the Lower North Shore (out-board in the summer and skidoo in the winter), the following rates have been determined for the refund of outings between villages:

VILLAGE	EMPLOYEE AMOUNT	COMMERCIAL AMOUNT
KEGASKA/NATASHQUAN	45,00	50,00
CHEVERY/KEGASKA	142,50	150,00
CHEVERY/LA ROMAINE	90,00	125,00
CHEVERY/HARRINGTON HARBOUR	16,50	45,00
CHEVERY/TÊTE-À-LA-BALEINE	37,50	75,00
CHEVERY/LA TABATIÈRE	75,50	125,00
CHEVERY/RIV. ST-AUGUSTIN	130,00	150,00
KEGASKA/LA ROMAINE	53,50	53,50
TÊTE-À-LA-BALEINE/LA TABATIÈRE	45,00	50,00
LA TABATIÈRE/RIV. ST-AUGUSTIN	54,50	125,00
RIV. ST-AUGUSTIN/OLD FORT BAY	75,50	125,00
LA TABATIERE/MUTTON BAY	12,00	25,00

The fact that an employee uses his/her vehicle to transport his/her dependents from or to his place of assignment does not entitle him/her to the refund for a return fare (the allowance for his trip will be calculated as if he had travelled one way on the same date as his/her dependents and the allowance for the vehicle will be treated as if it were for a long term parking). The same procedure applies whenever an employee is being chauffeured by

another individual.

#### 6 b) **EAST SECTOR**

- i. For use of personal vehicle, all mileage will be reimbursed at 0.49 \$ per kilometer as per distances listed below:

Blanc Sablon	to	Lourdes-de-Blanc-Sablon	3,7 km
Lourdes-de-Blanc-Sablon	to	Brador	11,9 km
Brador	to	Middle Bay	28,0 km
Middle Bay	to	Rivière St-Paul	22,2 km
Lourdes-de-Blanc-Sablon	to	Airport	6,7 km
Rivière St-Paul	to	Old Fort Bay	12,00 \$

- ii. For all travel within the sector by means of commercial taxi the School Board will refund the cost upon presentation of commercial receipts.

- 7) All requests for reimbursement of travel expenses must be made to the School Board no later than thirty (30) days following completion of the trip.

However, the employee will be able to obtain from the School Board, the reimbursement of plane tickets bought (this does not include chartered plane fares) before travel<sup>1</sup>, using the following procedure:

- a) Complete the form "Travel Expenses" (numbered) and attach to it a photocopy of the purchased airline tickets.
- b) Within the thirty (30) days following the completion of the annual trip, the employee must complete an unnumbered "Travel Expense" form on which he/she will write down the number of the "Travel Expense" form which was used for the reimbursement of the airline tickets and, attach to it the original airline tickets (passenger coupons) and the additional expenses incurred that are refundable.

Any modification (additional purchase, reimbursement, non used) concerning the reimbursed airline ticket(s) (article 7a) of Modalities III) should be mentioned on this form and the employee will have to take this into account when filing for his/her claim if applicable.

<sup>1</sup>The amount claimed must be less than the amount specified in article # 2 of Modalities, and do not permit an employee to travel further than his established point of departure (in all other instances, the claim should be presented after completion of the trip and will be subject to refund according to the collective agreement)

8) All annual outings started before August 1<sup>st</sup> may be considered as part of the previous school year.

9) When an employee and/or his dependants use (in whole or in part):

→ a chartered plane;

→ their personal vehicle (not on the Lower North Shore);

→ a rented vehicle (not on the Lower North Shore); (the School Board will not refund any claims for car rentals).

→ and/or going to a different destination other than the fixed point of departure in accordance with the collective agreement;

The employee must specify on the expense form (for each person travelling), the amount that it would cost if he/she would have used the regular airline to travel to his/her point of departure. Furthermore, the employee must specify the true destination of his trip (he must attach to his claim for reimbursement at least one receipt showing that he travelled to this destination).

10) The form on which you request a refund must be completed and signed in order for it to be a valid request.

The School Board does not reimburse car rental expenses.

However, the employee may request an allocation of 0.46 \$ a kilometre (article 4 of Modalities) with regards to the use of his/her personal vehicle.

## APPENDIX 1

### NEWFOUNDLAND

[www.stats.gov.nl.ca/DataTools/RoadDB/default.asp](http://www.stats.gov.nl.ca/DataTools/RoadDB/default.asp)

Ste-Barbe (T.N.)	to	Deer Lake	298 km
DeerLake	to	Corner Brook	52 km
Corner Brook	to	Stephenville	75 km
Stephenville	to	Port aux Basques	152 km

### MARITIMES

Nova Scotia : [www.Novascotia.com/en/home/planatrip/distancecalculator.aspx](http://www.Novascotia.com/en/home/planatrip/distancecalculator.aspx)

New Brunswick: [www.gnb.ca/0113/distance/distance-chart-f.asp](http://www.gnb.ca/0113/distance/distance-chart-f.asp)

North Sydney	to	Amherst	425 km
Amherst	to	Campbellton	361 km
Campbellton	to	Matapedia	20 km

### QUÉBEC

Rimouski	to	Québec	312 km
Matapedia	to	Rimousk	188 km
Sept-Îles	to	Havre-St-Pierre	223 km
Havre-St-Pierre	to	Natashquan	154 km
Sept-Iles	to	Québec	653 km
Sept-Iles	to	Montréal	920 km

### ONTARIO

[www.gov.on.ca](http://www.gov.on.ca)

Ottawa	to	Montréal	202 km
Toronto	to	Montréal	556 km

The distance calculator from the website of the Ministère de Transport Québec can also be used at this address: <http://www.mtq.gouv.qc.ca/fr/information/distances/index1.asp>



## **Internet address of road distances**

### **Québec :**

[www.inforoutiere.qc.ca/fr/distances/index1.asp](http://www.inforoutiere.qc.ca/fr/distances/index1.asp)

### **Newfoundland, Labrador :**

[www.stats.gov.nl.ca/DataTools/RoadDB/default.asp](http://www.stats.gov.nl.ca/DataTools/RoadDB/default.asp)

### **Ontario :**

[www.gov.on.ca](http://www.gov.on.ca)  
in the space « search », indicate « road distance »

### **Nova Scotia :**

[Novascotia.com/en/home/planatrip/distancecalculator.aspx](http://Novascotia.com/en/home/planatrip/distancecalculator.aspx)

### **New Brunswick:**

[www.gnb.ca/0113/distance/distance-chart-f.asp](http://www.gnb.ca/0113/distance/distance-chart-f.asp)