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1. OBJECTIVES

- 1.1. Inform staff about the terms and conditions applying to the reimbursement of travel expenses incurred during annual outings.
- 1.2. Reimburse expenses incurred in accordance with this policy and the various collective agreements, other agreements, and regulations.

2. TERMS AND CONDITIONS

This policy supersedes any previous policies or directives relating to the reimbursement of travel expenses for annual outings.

3. GENERAL PRINCIPLES

- 3.1. This policy applies to all employees of the Centre de services scolaire du Littoral and their dependents entitled to annual outings in accordance with the collective agreements, other agreements, or regulations.
- 3.2. Employees and their respective dependents are entitled to the reimbursement of a maximum of four (4), three (3) or two (2) outings, according to their collective agreements, other agreements, or regulations in effect, per school year, per person.
- 3.3. All travel must be as reasonable, economical, and efficient as possible. The reimbursement of expenses related to annual outings is intended to compensate eligible employees and their dependents for essential expenses directly incurred during an outing. Only expenses deemed necessary and reasonable are reimbursed.
- 3.4. When both spouses work at the Centre de services scolaire and are eligible for annual outings, this does not lead to a doubling of outings. In other words, a spouse cannot benefit from the other spouse's outings unless waiving their own outings to be considered dependent on the other spouse. In such case, the full cost of the outings would be borne by the supporting spouse .
- 3.5. In accordance with the collective agreements or regulations in effect, only the employee may transfer one (1) annual outing per school year to their **non-resident** spouse, child, father (mother), brother (sister), or father-in-law (mother-in-law), to visit the employee in their place of assignment.

4. TRAVEL ORGANIZATION

4.1. TEACHING STAFF

- 4.1.1. Annual outings for teachers are granted based on the duration of the assignment for a given school year and determined as follows.

Employees entitled to three (3) annual outings:

- 4.1.1.1. For an assignment of 120 working days or less: two (2) round trips.
- 4.1.1.2. For an assignment of 121 working days or more: three (3) round trips.
- 4.1.2. The outing to the place of assignment at the beginning of the school year will be counted as half an outing. The same applies to returning to the point of departure at the end of the school year.

4.2. SUPPORT, PROFESSIONAL AND MANAGERIAL STAFF*

- 4.2.1. Annual outings for non-teaching employees are granted based on the duration of the assignment for a given school year and determined as follows:

Employees entitled to three (3) or four (4) annual outings:

- 4.2.1.1. For an assignment of 150 working days or less: two (2) round trips.
- 4.2.1.2. For an assignment of 151 working days or more: three (3) or four (4) round trips.

- 4.2.2. *Only employees without dependents are entitled to 4 annual outings.

5. NATURE OF ANNUAL OUTINGS

There are five (5) categories of annual outings. To understand the nature of each category, please refer to Appendix A.

6. TRANSPORTATION

6.1. GENERAL

The Centre de services scolaire du Littoral agrees to reimburse certain forms of commercial transportation (taxi, boat, bus, etc.) provided the employee submits supporting documents for the expenses incurred, without exceeding the maximum reimbursable amount.¹ However, the Centre de services scolaire does not reimburse car-rental costs, although the employee may request a kilometrage allowance (Appendix B).

Reimbursement for helicopter transportation must be approved in advance by the Centre de services scolaire's Human Resources Department.

Transportation between villages by boat and snowmobile will be reimbursed according to Appendix C.

6.2. AIR TRANSPORTATION

The maximum reimbursable amount for transportation between the place of assignment and the point of departure is based on the lowest possible commercial airfare. For example, only the following fares will be reimbursed:

- Air Canada: Tango fare
- Air Liaison: Bravo fare

If the employee were to book with other, more expensive fares, they would have to demonstrate that the above fares were no longer available or more expensive. The printing date must be indicated on the documents provided as proof.

6.3. EARLY REPAYMENT

6.3.1. The employee may obtain reimbursement from the Centre de services scolaire for airline tickets purchased or for the cost of travel by boat (excluding transportation of the vehicle) before the outing takes place by following the procedure described below:

- Complete the ANNUAL OUTINGS form available on the Centre de services scolaire du Littoral website and attach your reservation receipts.
- Email to srh@cssdulittoral.gouv.qc.ca

¹ As stipulated in section 6.2 – Air Transportation.

6.3.2. Following the annual outing:

- Complete a new reimbursement form for the additional annual outing expenses (hotel, meals, etc.).
- On this new form, replace the automatically generated “Outing Expense #” (top right) with the one from your first form (early repayment), as this is part of the same request.
- Please enclose, along with the receipts for the additional expenses, **the boarding passes related to the first (1st) reimbursement.**

6.3.3. Unused tickets:

If the traveller does not use a ticket for which early repayment was received, they must notify the Human Resources Department (srh@cssdulittoral.gouv.qc.ca) within five (5) working days of the scheduled transportation date.

6.4. CAR TRANSPORTATION

- 6.4.1. Employees using their own cars will be reimbursed, on presentation of supporting documents, up to the maximum reimbursable amount ([Appendix B](#)).
- 6.4.2. For any trip of more than one hundred (100) km, the employee must submit supporting documents (e.g. gas receipts, restaurant receipts, etc.) showing that the trip took place.
- 6.4.3. The fact that an employee drives to a destination to drop off or picks up one or more dependants in their own vehicle does not entitle the employee to reimbursement for the round trip. The procedure is the same when an employee is being driven to a location or their point of departure.
- 6.4.4. If the employee or one of their dependents travels with individuals entitled to outings, only one (1) request for reimbursement may be submitted. In addition, all those present and entitled to outings will be deemed to have used one (1) outing. All travellers’ names must be entered on the form.

6.4.5. When members of the same family travel less than five (5) days apart, the following rule applies:

- The Centre de services scolaire will reimburse the expenses incurred for the first (1st) annual outing. The following outings will be reimbursed for land and sea transportation, up to half the rate established for transportation in [Appendix B](#).

7. TRAVEL/INCIDENTAL EXPENSES

- 7.1. Travel/incidental expenses (accommodation, meals, taxi) are reimbursed on presentation of supporting documents.
- 7.2. Travel/incidental expenses cannot be reimbursed once the employee has reached their outing destination or is within a radius of one hundred (100) km from said destination.
- 7.3. The maximum reimbursable amount for hotel rooms is based by *la directive relative aux frais de déplacement des personnes engagées à honoraires par des organismes publics* from conseil du trésor (see Appendix B). Any hotel room amount deemed unreasonable will be reimbursed up to the daily allowance for an unregistered honorary employee.

8. OTHER EXPENSES

8.1. INSURANCE

Employees are responsible for taking out, at their own expense, sufficient insurance to protect their personal belongings during annual outings.

The Centre de services scolaire waives responsibility for any loss or damage to an employee's bags or personal effects. Employees are responsible for taking out accident, life, or travel insurance at their own expense. The Centre de services scolaire waives responsibility for any events related thereto.

8.2. PETS

The Centre de services scolaire will not reimburse expenses incurred for the transportation of a pet and will not make any arrangements for such purpose.

8.3. SEAT SELECTION

Centre de services scolaire will not prepay or reimburse a surcharge for plane seat selection.

8.4. BAGGAGE FEES

Centre de services scolaire reimburses a maximum of one (1) piece of luggage per person, in accordance with company policy, to the authorized weight limit. Additional charges are the responsibility of the employee.

9. REIMBURSEMENT PROCEDURE

- 9.1. All requests for reimbursement of annual outing expenses must be sent to the Human Resources Department (srh@cssdulittoral.gouv.qc.ca) using the appropriate form, within sixty (60) days of the end of the outing. The form is available on the Centre de services scolaire du Littoral website at www.cssdulittoral.gouv.qc.ca.
- 9.2. Any outing starting before August 1 may be counted as part of the previous school year.
- 9.3. Only employees may request the reimbursement of annual outing expenses. They must claim the reimbursement of expenses incurred for their dependents, clearly indicating their names.
- 9.4. Employees must sign the application and attach all receipts.

10. FINAL PROVISIONS

10.1. ANTICIPATION AND POSTPONEMENT OF ANNUAL OUTINGS

Annual outings may not be accumulated, postponed, or carried forward to another school year.

10.2. UNFORESEEN EVENTS

If an employee must extend their travel period due to inclement weather or other unforeseen events (e.g. mechanical malfunction of the aircraft, the Centre de services scolaire may, depending on the case, reimburse the additional expenses upon presentation of supporting documents and the addition of explanations with the request for reimbursement.

Under no circumstances will the Centre de services reimburse expenses incurred because of the individual's lateness or a change in itinerary for personal reasons.

10.3. FALSE STATEMENT

Any employee who deliberately makes a false statement on an annual outing travel expense claim is subject to disciplinary action and other measures deemed appropriate.

10.4. INELIGIBLE EXPENSES

Travel for which the airfare is paid or reimbursed in whole or in part by another employer, the Ministère des Transports, a health centre, an organization or any other third party is not eligible for reimbursement.

11. EFFECTIVE DATE

This procedure is effective on the date of its adoption.

APPENDIX A

Nature of Annual Outings

Categories of Annual Outings

It should be noted that annual outings are managed in keeping with employees' respective collective or local agreements.

According to the legal opinions received, here are the **five (5) existing categories** of annual outings:

- 1) Employees returning to their point of departure within Quebec.
- 2) Employees returning to their point of departure outside Quebec.
- 3) Employees entitled to two (2) outings to Sept-Îles under collective or local agreements.
- 4) Employees with one (1) dependent child studying full-time outside the jurisdiction.
- 5) Employees who wish to exercise their right to take one (1) outing for their non-resident spouse or one (1) non-resident member of their family to visit them in the Centre de services scolaire's jurisdiction.

Situations Allowed for Categories 1, 2 and 3

For categories 1, 2 and 3 only, the Centre de services scolaire offers the following options:

Travelling less far than the point of departure

- It is possible to travel less far than the point of departure, if this does not incur additional costs (accommodation, meals, kilometrage, etc.) for the Centre de services scolaire.

Travelling further than the point of departure

- It is possible to travel further than the point of departure if it is within the province of Quebec.
- Employees must pass through their point of departure when travelling by plane.

- The employee must demonstrate that the outing is booked on the same day, with the same airline and with the same seat category and does not entail any additional costs (accommodation, meals, ferry, etc.). The printing date must be indicated on the documents provided as proof.
- If the cost of the outing is higher, the employee will be responsible for the difference in outing costs.

Making a stop-over during the outing.

- It is possible to make one (1) stop-over on the way to the point of departure or when returning to the workplace.
- The stop-over must not generate additional expenses (accommodation, meals, etc.) for the Centre de services scolaire.
- Reimbursed travelling days must be consecutive (taking a ferry does not break the sequence);
- The stop-over must be scheduled on the same itinerary provided by the air carrier.

Detour to the point of departure.

- It is possible to make one (1) detour to reach the point of departure.
- The detour must not generate additional costs (accommodation, meals, ferry, kilometrage, etc.) compared to the regular route.
- The employee must demonstrate that the outing is booked on the same day, with the same airline and with the same seat category and does not entail any additional costs (accommodation, meals, ferry, etc.). The printing date must be indicated on the documents provided as proof.
- Kilometrage will be calculated on the shortest distance.

Exceptional measures

Exceptional measures may be taken in special circumstances, e.g. accident, illness, death, etc. Reimbursement for outings must be approved by the Centre de services scolaire's Human Resources Department. In addition, the annual outing will count toward the number of annual outings granted to the employee.

Situations Allowed for Category 4

To encourage employees' children to continue their studies, the Centre de services scolaire du Littoral allows them to use annual outings to get to their place of study.

However, the following conditions must be met:

1. The child must be under twenty-five (25) years of age.
2. The child must attend a recognized educational institution on a full-time basis as a duly registered student.
3. The child must have dependent status as defined in the collective agreement.
4. The employee must provide a certificate of school attendance for each session.

It should be noted that only children with dependent status may take advantage of this benefit. Annual outings by the latter are not subject to the point of departure rule. Children are not required to pass through their point of departure to reach their place of study. **The place of study must be in the province of Quebec or in another border province (Ontario, New Brunswick, Newfoundland, Prince Edward Island or Nova Scotia).**

Situations Allowed for Category 5

The Centre de services scolaire does not limit the geographical origin of these individuals to the point of departure. However, it must be in the province of Quebec or up to the equivalent of a round-trip airfare to Montréal.

A non-resident family member is defined as follows:

- Father, mother, father-in-law, and mother-in-law
- Brother, sister.
- Child

Appendix B

ELIGIBLE RATE OF REIMBURSEMENT PER KILOMETRE

The rate of reimbursement per kilometre is set annually and is in effect from July 1.

- The annual rate of reimbursement per kilometre is based on the most recent rate in effect at the Conseil du trésor.
- Kilometrage is calculated from the place of assignment.

https://www.tresor.gouv.qc.ca/fileadmin/PDF/secretariat/Directive_frais_remboursables.pdf

2. TRAVEL/INCIDENTAL EXPENSES

Maximum allowances for daily meals (per diem) are reimbursed as follows:

Meals	Employee and dependants	Dependants aged 12 and under
Breakfast	\$15.00	\$10.00
Lunch	\$30.00	\$15.00
Dinner	\$35.00	\$20.00
Daily total	\$80.00	\$45.00

The following meals are included when:

- Departure is earlier than:
 - Breakfast 9:00 a.m.
 - Lunch 12.30 p.m.
 - Dinner 5:30 p.m.
- Arrival is later than:
 - Breakfast 7:00 a.m.
 - Lunch 12:00 noon.
 - Dinner 6:30 p.m.

Appendix C

REIMBURSEMENT RATES FOR THE USE OF UNUSUAL MEANS OF TRANSPORTATION

Given the specific means of transportation on the Lower North Shore, i.e. boat and snowmobile, it has been agreed to determine certain applicable rates, which will be reimbursed to employees and their dependents who must travel between villages, according to the following table:

	Kegaska	La Romaine	Chevery	Harrington Harbour	Tête-à-la-Baleine	Mutton Bay	La Tabatière	St-Augustin	Vieux-Fort
Kegaska		114 \$	304 \$	339 \$	382 \$	439 \$	466 \$	564 \$	737 \$
La Romaine	114 \$		190 \$	225 \$	269 \$	325 \$	353 \$	451 \$	623 \$
Chevery	304 \$	190 \$		35 \$	78 \$	135 \$	163 \$	261 \$	433 \$
Harrington Harbour	339 \$	225 \$	35 \$		63 \$	125 \$	147 \$	245 \$	417 \$
Tête-à-la-Baleine	382 \$	269 \$	78 \$	63 \$		57 \$	84 \$	182 \$	355 \$
Mutton Bay	439 \$	325 \$	135 \$	125 \$	57 \$		24 \$	169 \$	341 \$
La Tabatière	466 \$	353 \$	163 \$	147 \$	84 \$	24 \$		116 \$	288 \$
St-Augustin	564 \$	451 \$	261 \$	245 \$	182 \$	169 \$	116 \$		172 \$
Vieux-Fort	737 \$	623 \$	433 \$	417 \$	355 \$	341 \$	288 \$	172 \$	

The reimbursement rate is set at the discretion of the Centre de services scolaire and is subject to change without notice.

DEFINITIONS

- | | |
|--------------------------|---|
| 1) Employee: | Staff employed by the Centre de services scolaire and benefiting from annual outings, in accordance with the provisions of the collective agreements. |
| 2) Dependent(s): | Legally recognized dependent(s), in accordance with collective agreements. |
| 3) Point of departure: | Place recognized as the employee's legal domicile at the time of hiring, in accordance with collective agreements. |
| 4) Place of assignment: | Village where the employee's workplace is located. |
| 5) Supporting documents: | Commercial receipts bearing the merchant's stamp or seal. (Credit and/or debit card receipts and statements are not accepted). |