



KITIGAN ZIBI ANISHINABEG

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Kitigan Zibi Anishinabeg Employee/Council Travel Policy

OBJECTIVE: The purpose of this policy is to ensure transparent and accountable treatment of KZA Elected Council members and KZA employees required to travel on Kitigan Zibi business. As an employee or Band Council member of Kitigan Zibi you may occasionally be required to travel for business on behalf of KZA. While traveling for KZA employees and Council members are representatives of the Community and are expected to conduct themselves in such a way to positively reflect KZA's values and image at all times.

The provisions contained in this directive are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while traveling on K.Z.A. business. These provisions do **not** constitute income or other compensation that would open the way for personal gain.

1. Authorization

The employer has the responsibility to authorize and determine when travel is necessary and is called mandated travel, and to ensure that all travel arrangements are consistent with the provisions of this policy. Council travel requires a quorum approval of Band Council members for all travel for Band Council business in order for reimbursements to take place. At times employees may request authorization to travel to attend meetings, seminars etc that are related to their position. This travel is considered to be non-mandated travel. The employer has the right to accept or refuse the request and if authorized may place stipulations on non-mandatory travel. The employer has the right to refuse any travel claims not authorized prior to the departure date.

Expenses resulting from misinterpretations or mistakes are not a basis for reimbursement or non-reimbursement. However, such situations shall be reviewed on a case-by-case basis.

2. Travel Advances

Employees and Council traveling on K.Z.A. business may request a travel advance in exceptional circumstances to cover authorized expenses, subject to the approval of the Director. Employees and Council members may receive up to 90% of anticipated travel costs. All travel advance requests must be submitted a minimum of 5 working days prior to departure. Travel

advances will not be authorized if the employee has amounts due to Kitigan Zibi other than housing/CEDO loans. Should the travel be cancelled after an advance has been issued, the amount issued must be reimbursed on the first day the employee returns to work. Failure to reimburse a travel advance will result in no further travel advances allotted to this individual and the full advanced amount (100%) deducted from the next payroll or payment issued.

3. Reimbursable Travel

All travel that will be partially or fully reimbursed by any other organization, group or business must be indicated on the travel authorization form. All travel expenses paid to employees will be paid at Kitigan Zibi travel rates in effect at the time of travel.

If travel is being claimed directly to the other organization, all employees and Council members are still required to submit a travel authorization form with a \$0.00 advance amount.

4. Travel Expense Claims

Band Council members and employees are expected to submit a Travel Expense Report within five (5) working days after their return to work. Employees are obligated to retain and submit receipts for any travel expense not covered by the per-diem. All expenses documented must be associated with a valid travel expense and fall within the policy.

APPROVED TRAVEL EXPENSES

Transportation

All transportation will be conducted in the most economical manner possible. The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. Receipts are required for all commercial travel. The lowest available fares appropriate to particular itineraries shall be sought and bookings shall be made as far in advance as possible to access lower travel rates.

Commercial:

- Air travel should be used in most circumstances for traveling in excess of 600 km. Coach class shall be used as the standard in the interest of cost savings. Boarding passes and purchase invoice must be attached to expense claim.
- The standard for rail travel is based on the most economical class available
- The standard for rental vehicles is mid size. Rental vehicles beyond the standard shall be authorized based upon factors such as, but not limited to, safety, the needs of the traveler(s) and the bulk or weight of goods transported. Receipts/Contract must be provided.

- Taxis, shuttles and local transportation services are alternatives for short local trips. Actual expenses, including gratuities, shall be reimbursed based on receipts provided.

Private Transportation:

Employees and Band Council may use their own vehicle for business travel purposes if it is deemed less expensive and/or cumbersome than the rental of a car or offers a significant time savings. The kilometric rates payable for the use of privately owned vehicles driven on authorized travel are equal to the rates payable by the government of Canada on April 1st of each fiscal year. Travelers shall use the most direct, safe and practical road routes and shall claim only for distances necessarily driven for business travel.

In the interests of safe driving, when employee-driven vehicles are authorized, the employer shall not expect an employees to drive more than:

- 250 kilometres after having worked a full day;
- 350 kilometres after having worked one-half day; or
- 600 kilometres on any day when the employee has not worked.

For every day on which an employee or Council member is authorized to use a private vehicle on travel, the individual shall be reimbursed the actual costs of parking the vehicle for that period of time, parking receipts are required. Any traffic violations, including parking tickets will not be reimbursed by KZA.

Meal Allowances

A per diem rate equal to the rates payable by the government of Canada on April 1st of each fiscal year will be supplied to travelling individuals to cover the costs associated with reasonably priced meals. Employees and Council members are not required to produce receipts for meals. Breakfast or lunch shall be paid on departure day in cases where travel is conducted prior to 2 hours earlier than the normal start of a work day or normal lunch hour. Supper will be paid on the last travel day when the employee arrives home one hour after the normal work day ends. Meal allowances will not be paid when such meals are provided during travel status. If an employee or Council member elects to not eat the meal provided, no additional meal allowance will be provided.

Accommodations:

The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped. A variety of options for accommodation are available for travel. Generally these include hotels, motels, corporate residences, apartments and private non-commercial accommodation.

Unless the employer authorizes otherwise, when travel is related to activities held in a commercial establishment, the employee shall stay in the same establishment when feasible. Receipts are required for all commercial establishments. For private non-commercial

accommodations, KZA will reimburse the equivalent to the rates payable by the government of Canada on April 1st of each fiscal year.

Other Business Expenses:

The employee with approval shall be reimbursed for business expenses not otherwise covered such as business calls, photocopies, word-processing service, faxes, internet connections, rental and transportation of necessary office equipment and transportation of required personal effects.

Incidental expense allowance:

A traveler shall be paid an incidental expense allowance that covers a number of miscellaneous expenses not otherwise provided for in this directive for each travel day in excess of 8 hours. An incidental expense allowance rate equal to the rates payable by the government of Canada on April 1st of each fiscal year will be paid to travelling employees.

Dependant care:

An employee who is required to travel on business shall be reimbursed actual and reasonable dependant-care expenses up to a daily maximum of \$35 per household, with a declaration, or up to a daily maximum of \$75 per household, with an invoice payable to the caregiver when:

- the employee is the sole caregiver of a dependant who is under 18 years of age and has a mental or physical disability; or
- (b) two employees living in the same household are the sole caregivers of a dependant who is under 18 years of age and has a mental or physical disability and both employees are required to travel on business at the same time.

The dependant-care allowance shall apply only for expenses that are incurred as a result of traveling and are additional to expenses the employee would incur when not traveling. Parent(s) of the eligible dependant are not entitled to dependant care allowance. The employee may be required to provide proof of dependant eligibility.

TRAVEL/VACATION EXPENSES

Employees or Council members on business travel who plan to utilize vacation time prior to or after business travel may do so providing no additional expenses are incurred.

LOCAL TRAVEL AND EQUIPMENT USE:

The provisions contained in this directive are mandatory and provide for the reimbursement of reasonable expenses necessarily incurred while traveling on Band business. All expenses must be pre-authorized prior to any claims taking place. These provisions do **not** constitute income or other compensation that would open the way for personal gain.

Transportation and Equipment:

Employees may be requested to utilize their own vehicle and/or equipment for business/work related travel purposes. The rates payable for the use of privately owned vehicles driven on authorized travel will vary on type of vehicle. Any traffic violations, including parking tickets will not be reimbursed by KZA.

Half Day and Daily Vehicles/Equipment Rates:

- \$ 10.00 - 20.00 Pickup Truck/Car
- \$ 7.50 - 15.00 ATV all types
- \$ 5.00 Unpowered vehicle - Trailer, Flat Bed, Light Commercial

Seasonal Employees Cell Phones:

Employees may be requested to utilize their personal cell phones to enable management the ability to remain in contact and/or for health, safety and security purposes. In these instances KZA will reimburse the employee \$30.00 per month towards personal cell phone costs.

Meals:

Unless otherwise covered by terms and conditions of employment, meal expenses incurred within 30 kilometres of Kitigan Zibi shall not normally be reimbursed.

Meal expenses, based on receipts or per diem rates, subject to written pre-approval, may be reimbursed up to the limit of the applicable meal allowance in the following situations:

- (a) when employees are required to work through or beyond normal meal hours;
- (b) when employees are required to attend conferences, seminars, meetings or public hearings during the weekend or holidays;
- (c) when employees are required to attend formal full-day conferences, seminars, meetings or hearings and where meals are an integral part of the proceedings;
- (d) when the reimbursement of meal expenses is clearly reasonable and justifiable as a direct result of an employee's duties.

This policy was officially adopted by Band Council Resolution on November 1, 2013.

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Addendum - Travel Rates 2013-14

KILOMETRIC RATES

56.5 cents per kilometre

MEAL ALLOWANCES

	Canada & USA	Yukon & Alaska	N.W.T.	Nunavut
Breakfast	15.75	15.70	22.00	21.30
Lunch	15.10	19.00	23.50	31.35
Supper	42.00	50.35	53.55	69.80
Daily Total	72.85	85.05	99.05	122.45

INCIDENTAL ALLOWANCE

17.30 Daily Rate

Note: Rates are as per Government of Canada rates at April 1, 2013