



## AP 509 – TRAVEL CLAIMS

### **BACKGROUND**

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The school division has two different ways to process travel expenditures in an automated travel program. Both are accessible through absence management system. In-City Travel program records all travel within and around Saskatoon; and,

Out of City, Province and Country Travel reimbursement program records travel to other parts of the province, country or international.

### **PROCEDURES**

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#### **1. Completion of Travel Claims**

Employees are responsible for completing and submitting their own travel claims for reimbursement of costs.

#### **2. Authorizer to Approve Claims**

- 2.1. The In-City travel authorizer selection is based on the Human Resources data information. Submissions are automatically sent into the *Task Managers* module for supervisor's approval. Teachers and support staff assigned to **one location** are authorized by the school principal. For example: a staff member located only at Alvin Buckwold School will be authorized by the Principal of Alvin Buckwold School.
- 2.2. Itinerant staff are teachers and support staff that are assigned between **two locations** and travel between these two locations on any given day. Authorization will be classified between elementary and secondary, teacher and support staff. All authorizers will be designated superintendents.
- 2.3. Central Office staff authorizations will be from immediate supervisors based on the document entitled: "Supervisor/Approvers Guidelines for In-City and Out of City, Province and Country Travel". This document is located on the division portal.
- 2.4. As per CRA guidelines, no payment shall be made for travel claims from an employee's home to a designated place of employment and vice versa.

#### **3. Out of Town Travel**

The automated travel program accommodates out-of-city travel and per diem claims. Employees will need to obtain the proper 20-digit budget account number from the supervisor responsible for covering the travel costs and enter this data into the travel program accordingly.

Employees are reimbursed based on kilometer rate for distance travelled. This reimbursement rate is intended to cover both fuel charges and wear and tear on the vehicle. Consequently, employees are not reimbursed for gas receipts, as this would represent a duplicate claim.

Once authorizer information is input, the submission will be queued into the *Tasks Manager* module for supervisor's approval.



#### **4. Processing Guidelines**

Although monthly submissions are an ideal way to submit and approve travel claims, these new online travel claims can be submitted more frequently. Travel submissions and related authorizations will be processed weekly for payment. Once Travel claims are submitted, approved, and submitted to Accounts Payable for payment, the reimbursement will be deposited via electronic submission into staff bank accounts.

For additional Authorizer guidelines, refer to the **“Guidelines for Reimbursement of Vehicle Expenses for School-Based Staff”**. This document is located on the division portal.

A travel claim may be deferred to the next week’s submissions for the following reasons:

- Pending Authorization
- Incomplete

#### **5. Processing Deadlines**

All travel claims should be submitted in a timely fashion (maximum of three months lag time) within the school year that the travel was conducted. With the exception of the following three significant dates:

- 5.1. All travel claims must be submitted and authorized for payment prior to August 31 within the budget year/school year. No travel claims will be processed in another budget year/school year.
- 5.2. All travel claims must be submitted and authorized for payment one-week prior to the December payroll to ensure that these claims can be processed with the December payroll. Any travel claims received after the one-week prior date will be paused until the next calendar year.
- 5.3. Prior to a change in an employee’s location, termination, or superannuation their travel claims must be entered and authorized.

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