

OUT OF PROVINCE TRAVEL – EXPENSE APPROVAL FOR STAFF

Category: Finance and Administration

Effective: August 2013

Revised: January 2024

Policy Statement

All out-of-province travel must be conducted in accordance with the Travel Directive *AD-2801* of the Province of New Brunswick Administration Manual.

Procedures

1. Travel for School-Based Staff

- a. An *Out-of-Province Travel Request* form must be completed for all out-of-province travel. Travel requests must be approved by the School Principal, Director and the District Superintendent.
- b. Teachers are permitted to promote and organize trips within the operation of the school only if it follows:
 - i. Policy ASD-W-550-5 – School Trips,
 - ii. Policy ASD-W-550-4 - Overnight Sports Trips
 - iii. Policy ASD-W-709-1 – School Trips – Watercraft and Down-Hill Ski Trips and has received prior approval from the Director and the Superintendent.
- c. Out-of-province travel is limited to a maximum of three teaching days in a given year. Any exception to the three-day limit should be accompanied by a written statement to the Director of Curriculum & Instruction/Superintendent to support the exception.
- d. Individuals are not permitted to enter into agreements to pay their own supply teachers. Third party billing must go through the Office of the Superintendent. In making such arrangements, School Districts will pursue a “cost-neutral” option.
- e. Third-party billing will be for full salary unless applicable circumstances warrant consideration.
- f. Airline tickets or other irreversible arrangements should not be made in advance in the expectation that approval is forthcoming.
- g. Travel in New Brunswick requires the approval of the School Principal / immediate supervisor.

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- i. School sponsored student travel outside Atlantic Canada, Quebec, Ontario or northeastern USA will not be approved, unless special circumstances warrant consideration.
- j. All other individual out-of-province travel (outside Atlantic Canada, Quebec, Ontario and northeastern USA) and out-of-country travel requires the approval of the Director and Superintendent.
- k. Group travel request must be made at least 40 teaching days prior to an out-of-province trip.
- l. Individual travel request must be made at least 20 teaching days prior.

2. Travel for Education Centre Staff

An *Out-of-Province Travel Request* form must be completed for all out-of-province travel. Travel requests must be approved by the appropriate Director and the District Superintendent.

3. Upon Completion of Out of Province Travel

Within 10 working days of the out of province travel event, the Benefit of Travel Post Attendance Report needs to be completed and submitted to the Director of Curriculum and Instruction.

Reference

- [ASD-W Policy 550-5 – School Trips](#)
- [ASD-W Policy 550-4 – Overnight Sports Trips](#)
- [ASD-W Policy 709-1 – School Trips – Watercraft and Downhill Ski Trip](#)