

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small> LOUIS RIEL <small>SCHOOL DIVISION</small> </p>	<p>Use of PD Funds: Other Employees</p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting Policy DKB</p>

I. ACCEPTABLE USE OF BUDGETED PD FUNDS

- a. Educational journals, magazines and books
- b. Educational workshops and short courses; cannot be used for used for university or college courses leading to a credential
- c. Local, national, and North American (Continental) conferences
- d. International conferences subject to the prior approval of the Superintendent/School Board

2. TRAVEL PER DIEMS

Per diems are intended to cover all meals, gratuities, internet connection costs and other incidental expenses. A per diem is provided to cover meals not provided by a conference, at the following rates:

- \$20.00 Breakfast
- \$30.00 Lunch
- \$50.00 Dinner

This can also be applied to one day prior and one day after any out-of-town conference where meals are not provided.

- a. The per diem amount includes all meals not provided by the conference.
- b. If meals are provided at the conference, if travel entails a part day, or if both travel days are not required, the per diem request is expected to reflect this with amounts prorated accordingly.
- c. For travel within Canada, travel per diems will be paid in Canadian dollars.
- d. For travel within the United States and other parts of Continental North America, travel per diems will be converted to US funds.
- e. For travel outside of Continental North America, travel per diems will be reviewed for currency adjustment based on the prevailing exchange rate and relative costs of the international location. Actual expense reimbursement in Canadian dollars may also be considered.
- f. For local PD events in the City of Winnipeg, no travel per diems will be issued.
- g. LRSD does not require receipts to support travel per diem amounts; however, employees are strongly encouraged to retain all receipts for CRA audit purposes.

3. REIMBURSEMENTS

The following expenses are eligible for reimbursement:

- a. Baggage fees and transportation to and from the airport, or airport parking fees if more economical.
- b. Flights are to be booked by the employee at the lowest logical economy airfare and can include one checked bag. Priority seating and seat upgrades will not be reimbursed without the prior approval of the Secretary-Treasurer. Travel health insurance and cancellation insurance will not be reimbursed.
- c. Transportation costs to and from the hotel and conference venue in the event that staying at or near the conference venue is not possible or is excessively expensive.
- d. Whenever possible, car-pooling with other attendees in the divisional group is encouraged.
- e. Car rentals require prior approval from the Secretary-Treasurer.
- f. Reimbursement requests must be supported by original detailed/itemized receipts; credit card and debit receipts are not acceptable.
- g. Reimbursement requests are to be submitted as soon as possible after the event.
- h. Purchases of alcohol and gift cards will not be reimbursed. No exceptions.
- i. School-based funds cannot be used to support expenses for any PD events. No exceptions.
- j. Employees may be reimbursed for vehicle expenses if they choose to drive (instead of flying) to an event outside the City of Winnipeg, in which case, travel costs will be determined by the lesser of return mileage or an economy flight.
- k. For local PD events in the City of Winnipeg, there will be no reimbursements for hotel or mileage; however, parking will be reimbursed.

Any questions should be directed to the Secretary-Treasurer Department.