

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small>  <b>LOUIS RIEL</b>  <small>SCHOOL DIVISION</small> </p>	<p><b>Use of PD Funds: Principals and Vice-Principals</b></p>
<p>ADMINISTRATIVE PROTOCOL</p>	<p>Supporting <a href="#">Policy DKB</a></p>

**I. ALLOCATION**

- This program is for active Principals and Vice Principals for PD related events.
- Each active Administrator would be provided \$2,000 per school year. Any balance in your account will not be carried over.
- Sub costs are your responsibility and the HR form must properly reflect the budget number supporting these costs. Please plan for this cost accordingly.

**Note:** If you are making application with PPDF in conjunction with fund 50101 please provide details of PPDF coverage and note original receipts (i.e., transportation, hotels, registration, etc.) are with the PPDF reimbursement. Make application first to PPDF; realizing a per diem and/or expense would not be support by fund 50101, if it was supported by PPDF. A separate request must be submitted for fund 50101 upon receipt of PPDF approval. The original invoices will be provided to PPDF with a copy attached to the fund 50101 request

**2. PROCESS**

- a. Indicate planned absence in AMS and take note of the confirmation number. (Should the request be denied, delete the entry.)
- b. Submit Human Resources Leave Request form to **Liaison Superintendent** in a timely manner, at least three (3) weeks prior to event. Please include:
  - PD Event Name
  - Date of Event
  - Location of Event
  - # of Days of Conference
  - # of Days out of the office
  - Budget code: 1-6500-50101-630-093-000
  - Per diem covers all meals not provided at the conference and not supported by PPDF (if applicable). A per diem should be requested one to two weeks before the PD start date. The Accounting Department will process the request for electronic deposit during the PD leave. Per diem requests are not processed prior to the PD event to avoid complications should the PD not proceed.

The formula for requesting a per diem is # of PD days + 2 travel days x \$100.00 per day; with the \$100 broken down as follows:

- \$20.00 breakfast
  - \$30.00 lunch
  - \$50.00 supper
- AMS number

**Note:** Should the conference provide meals, or if travel day starts or ends part-way through the day, please adjust per diem request accordingly. While receipts are not required by LRSD for reimbursement, it is recommended that all receipts be retained for CRA purposes.

- c. Liaison Superintendent's Executive Assistant will forward the original approved HR Leave Request form to the Payroll Department and will provide the Accounting Department with a copy, if a per diem is requested.
- d. Liaison Superintendent's Executive Assistant will email the administrator to advise of the request status.
- e. Once approved, the Principal or Vice-Principal can start planning - registration, transportation, hotel, etc.

**Note: All expenses to be paid by the Administrator with reimbursement to follow.**

- f. Upon return from the conference, the Administrator will complete and submit the PD Reimbursement Form, attaching original receipts.
  - Administrator will then submit an online Payment Request in NAV - all supporting documents/receipts to be scanned and attached to the Payment Request. Please use GL account 1-6500-50000-630-xxx-000, where xxx = school budget centre.
  - Do not submit online. The Board Office will change the budget number to reflect the Superintendent's Budget centre (1-6500-50101-630-093-000) and then submit the request.
- g. The Principal or Vice-Principal will deliver the Original PD Reimbursement form along with receipts to the Liaison Superintendent for review/approval.

**Note:** Reimbursement claims must be submitted within two (2) months of the PD event and **within the current school year.** If attending an event in June, please submit claim by July to ensure transactions are posted in the correct year.

### 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 prior approval from 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. Cell phone charges (long distance, roaming, data, etc.) are deemed to be covered by the cell phone allowance.
- 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.
- l. School-based funds cannot be used to support expenses for any PD events. No exceptions.

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