

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

I. ACCEPTABLE USE OF BUDGETED PD FUNDS

Subject to written approval from the Chair of the Board and Secretary-Treasurer before funds are committed.

- a. Educational journals, magazines and books
- b. Educational workshops and short courses; cannot be used for used for language courses, or university or college courses leading to a credential
- c. Local, National, North American (Continental), and International conferences

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, per diems will be paid in Canadian dollars.
- d. For travel within the United States and other parts of Continental North America, per diems will be converted to US funds.
- e. For travel outside of Continental North America 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 per diems will be issued.
- g. LRSD does not require receipts to support per diem amounts; however, school board members 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. 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.
- c. Whenever possible, car-pooling with other attendees in the divisional group is encouraged.
- d. Car rentals require prior approval by the Chair of the Board and Secretary-Treasurer.
- e. Reimbursement requests must be supported by original detailed/itemized receipts; credit card and debit receipts are not acceptable.
- f. Reimbursement requests are to be submitted as soon as possible after the event
- g. Purchases of alcohol and gift cards will not be reimbursed.
- h. Cell phone charges (long distance, roaming, data, etc.) are deemed to be covered by the cell phone allowance.
- i. School Board members 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.
- j. For local PD events in the City of Winnipeg, there will be no reimbursements for hotel or mileage; however, parking will be reimbursed.

4. PROCESSES

- a. **Conference registration**
To be completed by board secretary.
- b. **Hotel Reservation**
To be made by School Board member, or by board secretary if there is group travelling. School Board member will pay by personal credit card at time of check-out and be reimbursed after providing a copy of itemized bill. School Board members are encouraged to book hotel rooms early in order to access conference rates. In the event this is not possible, all attempts should be made to secure accommodation in a nearby hotel at a rate as close as possible to the conference rate.
- c. **Airfare**
Flights are to be booked by the School Board member at the lowest logical economy airfare and can include one checked bag. Priority seating and seat upgrades will not be reimbursed without prior approval by the Chair of the Board and Secretary-Treasurer. Travel health insurance and cancellation insurance will not be reimbursed (similar coverage is provided through MSBA). Prior approval from the Secretary-Treasurer is required for reimbursement of fees related to seat selection.

5. ACCOUNTABILITY

- a. Trustees are encouraged to submit hotel, airfare and per diem requests as soon as possible after returning from a conference, and in a single request, to ensure reimbursement in a timely manner.

- b. Airfare may be reimbursed prior to travel.
- c. Trustees will provide a verbal and written report on all conferences attended, at a public meeting of the school board.
- d. The School Board's Committee of the Whole will review PD expenditures on an annual basis in the spring of each school year.
- e. The Secretary-Treasurer will provide each School Board Member with a PD Budget Status Report by December 31 and March 31 of each year to permit School Board Members to monitor their budget allocations.
- f. If the School Board decides that it should send a School Board member to represent the Louis Riel School Division at a conference or an event, expenses will be from the Superintendent's Contingency Budget and not the School Board member's PD budget.

6. IN THE EVENT OF CANCELLATION

If a School Board member is unable to attend a conference due to family emergency or documented medical issue:

- a. All attempts will be made to recover or transfer registration and hotel fees at no cost to the member. If the member does not attend for reasons other than family emergency or documented medical issue, the member is responsible for all non-recoverable costs including cancellation fees related to registration and accommodation.
- b. Since flights are booked in the name of the School Board member and are non-transferable, the School Board member will reimburse the Division for the entire value of the ticket.

Any questions should be directed to the Chair of the Board who may follow up with the Secretary-Treasurer.