

 DIVISION SCOLAIRE LOUIS RIEL SCHOOL DIVISION	<i>Use of PD Funds: Teachers</i>
ADMINISTRATIVE PROTOCOL	Supporting Policy DKB

This administrative protocol applies to LRSD employees who hold a teaching contract, i.e., teachers, clinicians, principals, and vice-principals.

1. ACCEPTABLE USE OF BUDGETED PD FUNDS

- a. Educational journals, magazines and books
- b. Local educational workshops and short courses except for university or college courses leading to a credential
- c. Local conferences (no overnight stay required); teachers wishing to attend professional development where an overnight stay is required must access the [Personal Professional Development Fund](#)

2. TRAVEL PER DIEMS

Per diems are intended to cover all meals, gratuities, internet connection costs and other incidental expenses.

- a. For PD events in the City of Winnipeg, no travel per diems will be issued.
- b. For local conferences outside of the City of Winnipeg, a per diem amount of \$30.00 can be claimed if lunch is not provided by the conference.
- c. Travel per diems will be paid in Canadian dollars.
- d. 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

- a. School-based funds cannot be used to support expenses for any PD events. No exceptions.
- b. For PD events in the City of Winnipeg, there will be no reimbursements for hotel or mileage; however, parking will be reimbursed.
- c. For PD events outside the City of Winnipeg, employees may be reimbursed for mileage. Carpooling is encouraged, where applicable. There will be no reimbursements for hotel.

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