

EXPENSE REIMBURSEMENTS FOR EMPLOYEES

CONFERENCES AND CONVENTIONS

Outside of Manitoba

Reimbursement for attendance at conferences and conventions outside of Manitoba shall be pre-approved and arranged with the Superintendents' or Secretary-Treasurer's Department within a limit of actual expenditures not to exceed the following guidelines:

- Actual return economy air fare as arranged and paid for by the division, or an equivalent amount if other transportation arrangements are made. Upgraded flight options are the responsibility of the employee.
- Actual convention registration.
- Hotel - actual single rate for dates on the registration form plus one additional day. Rooms booked to be "basic" offering; suites and other upgrade costs to be at the cost of the employee.
- Per Diem, \$75.00 per day (U.S. Funds if conference is located in the U.S. or Canadian Funds if in a Canadian location) for the actual dates of the conference or convention plus a maximum of two additional days for travel, or the actual days attended plus a maximum of two additional days for travel, whichever is the lesser. The per diem allowance includes ground transportation, meals, and all other incidental expenses.
- Round trip transportation to and from the airport, or similar to the conference attendee's hotel (separate from ground transportation included above in per diem amount).
- Flight cancellation insurance, if necessary.

Where a saving in air fare can be achieved by staying for a longer period of time at the conference, additional hotel, per diem and insurance expenses can be claimed up to the difference between the two air fares. Employees of the division may utilize vacation entitlements to extend their stay, however, any absence from work beyond the days of the conference plus two requires the agreement of the Superintendent. Where the employee has no vacation entitlement then the difference between the two airfares or the amount that may be used to offset the additional expenses involved in an extended stay, shall be reduced by an amount equivalent to the employee's per diem salary.

Within Manitoba

Reimbursement for attendance at conferences and conventions within Manitoba shall be as follows:

- Actual convention registration.
- Hotel - actual single rate for dates on the registration form, if conference is 50 km. or further from the Board Office, and if not included in conference registration fee. Rooms booked to be "basic" offering; suites and other upgrade costs to be at the cost of the employee.

- Actual cost of meals to a limit of:

Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

- Parking fees upon presentation of receipts.

3. Car Transportation

If an employee uses their own car, reimbursement shall be at the mileage rate as set by the Division.

4. Should an organization other than the Seven Oaks School Division subsidize the attendance of any person covered by this policy, at a conference or convention, the total expense reimbursement received under this policy shall be reduced by the amount of the subsidy received.

COURSE PAYMENTS

Subject to a written agreement and the prior approval of the Superintendent, the Secretary-Treasurer, or their designate the Division shall, upon successful completion, pay full or partial costs of tuition for an employee in non-instructional roles taking courses in recognized programs such as but not limited to Chartered Professional Accountant (CPA), Cisco Certification, Approved Language courses, and National Payroll Institute (PCP).

It is understood that should an employee who has received remuneration for course payments as above, voluntarily terminate their employment with the Division within 2 years of receiving such remuneration, the employee will repay the Division in full.

(See DJD-R for form to be completed)

REIMBURSEMENT FOR PERSONAL USE OF AUTOMOBILES

Employees who use their vehicles for any necessary and approved transportation required in the performance of their duties will be reimbursed at a rate established by the Division.

The Division shall determine annually, or as the situation warrants, those employees eligible for a transportation allowance. Employees who receive an administrative allowance are not eligible for a transportation allowance.

The Division shall review the transportation allowance annually.

All claims for transportation allowance must be submitted to the Secretary-Treasurer's Department for payment. See mileage guidelines for further information and current claiming procedures.