

**CONFERENCE AND CONVENTION EXPENSES
TRUSTEES AND ADMINISTRATIVE STAFF**

The School Division will be responsible for the following expenses incurred in connection with Board approved seminars, conferences and conventions.

A. SEMINARS, WORKSHOPS AND OTHER ONE DAY MEETINGS

1. Registration fee - full registration.
2. Travel- authorized mileage rate & parking
3. Meals and Miscellaneous – Administrative staff
4. Trustees - \$100.00/day (\$50.00 for ½ day)

B. CONFERENCES AND CONVENTIONS OF TWO OR MORE DAYS

1. Registration fee - full registration
2. Travel -
 - a. the lesser of actual return airfare or return economy airfare, if travelling by air;
 - b. the lesser of return economy air fare or the approved mileage allowance, if travelling by car.
3. Meal and Miscellaneous -
 - a. Maximum daily allowance: In Province - \$100.00/day
Out of Province - \$120.00/day
Out of Country - \$120.00/day US
 - b. Authorized daily allowance to a maximum of one day prior and one day after the scheduled program.
 - c. Blue Cross Health Insurance premium, if required, for the duration of the authorized activities outside of Canada.
4. Taxi, limousine or bus fare - actual costs to and from the airport and to and from the place of accommodation to the conference site.
5. Accommodation and parking - actual hotel costs for the duration of the scheduled program.

A cash advance will be made to delegates upon request to the secretary-treasurer.

Requests for reimbursement of expenses shall be made to the secretary-treasurer on the prescribed form.

Adopted: Mar. 31/76
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Mar. 26/81
Oct. 22/81
Feb. 8/90
Jan. 8/98
Oct. 24/02
Mar. 22/07