File DLD-E4

THE PORTAGE LA PRAIRIE SCHOOL DIVISION
TRUSTEE MEETING/CONFERENCE VOUCHER

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. ***CONFERENCE & 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 U.S.

Name _____

Meeting/Event_____

Date
_____

Please specify full day(s) or half day(s)
_____

Total _____

Signature _____ Date _____