



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)
- or sub rate (pro-rated for ½ day events) for those events outside of normal duties

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 _____