

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## CONFERENCES, WORKSHOPS AND SEMINARS FOR ALL STAFF

PB 11.0  
NPS 26.05

### POLICY:

**IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD** to grant leave with pay to staff members to attend such conferences, workshops and seminars as authorized and to reimburse staff members as follows:

1. Permission to attend conferences, workshops and seminars shall be obtained as follows prior to departure:

Regular and FSL programs (teaching and non-teaching): from the Superintendent of Education.

Special education (teaching or non-teaching) and all other non-teaching staff: from the Director of Education or his/her designate.

2. Permission to attend shall imply leave with pay from regular duties for a period of time sufficient to attend the conference, workshop or seminar together with reasonable time to travel to and from the conference, workshop or seminar.

3. The following limits shall apply to various types of reimbursements:

#### Travel

- train or bus fare, if satisfactory connections can be made;
- if train or bus is impractical then the lesser of economy air fare and current Board kilometrage rate;
- car pools are to be used where feasible and more economical.

#### Room

Regular hotel or motel rooms, taking advantage of preferred rates, where possible: actual cost of room, excluding all personal charges.

#### Meals

Applicable to meals not included in the registration fee.

**Full Day Allowance** - Maximum \$65 per day excluding gratuities.

**Part Day Allowance** - Individual meals may be claimed as follows:

Breakfast:	\$12 per day excluding gratuities
Lunch:	\$18 per day excluding gratuities
Dinner:	\$35 per day excluding gratuities

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<p data-bbox="282 342 410 373"><u>Gratuities</u></p> <p data-bbox="282 409 1089 441">May be claimed but shall not exceed 15% of the cost of meals.</p> <p data-bbox="282 476 386 508"><u>Parking</u></p> <p data-bbox="282 543 889 575">May be claimed if travel by car was authorized.</p> <p data-bbox="282 611 514 642"><u>Registration Fees</u></p> <p data-bbox="282 678 540 709">Actual amount paid.</p> <p data-bbox="232 745 534 777">4. <u>Personal Expenses</u></p> <p data-bbox="282 812 969 844">Included: one reasonable personal phone call home.</p> <p data-bbox="282 846 1154 877">Excluded: newspaper, room service, movies, games, sundries, etc.</p> <p data-bbox="227 945 690 976"><b><u>ADMINISTRATIVE PROCEDURES</u></b></p> <ol data-bbox="232 1012 1396 1312" style="list-style-type: none"><li data-bbox="232 1012 1396 1108">1. If absolutely necessary, an advance on expenses may be requested by submitting a purchase order with a copy of the authorization specified in No. 1 above. The form is to be routed in the usual manner.</li><li data-bbox="232 1144 1396 1312">2. Within fifteen (15) days of return from a conference workshop or seminar, the delegate shall submit a "travel expense claim" form to the appropriate Supervisory Officer, giving all particulars of the claim with all usual receipts attached. Should the amount of the claim be lesser than the amount of any advance received for such a conference, a cheque to the order of the Board shall accompany the claim form.</li></ol>	