

POLICY STATEMENT

The Sudbury Catholic District School Board acknowledges that attendance at conferences, workshops and seminars is a means of Professional Development to perfect the knowledge and skills required of trustees thereby enhancing the ability of the Board to make sound decisions in all educational matters.

It shall be the policy of the Board to provide funds annually for each Trustee to participate in Professional Development activities and meetings subject to the following regulations and procedures.

REGULATIONS

1. A Board motion of approval is required to attend all Professional Development activities and meetings and shall be reimbursed expenses according to the limits set as follows:
 - a. Registration Fees: Actual amount paid.
 - b. Accommodation: Actual amount paid as per receipt
 - i) to a maximum limit of \$ 250.00. (All taxes included)
 - ii) the special rate that the conference committee has secured for the activity.
 - c. Per diem (daily rate): \$ 70.00 to be used for but is not limited to meals. (No receipts required).
 - d. Transportation:
 - i. actual amounts paid as per receipts for other approved transportation related to airline tickets, taxis, and bus fares;
 - ii. Airline tickets shall be reserved by contacting the recording secretary of the Board (Once approved by the Board Chairperson).
 - iii. In respect to the use of personal vehicles for travel to and from meetings, mileage will be paid in accordance with Policy G115 - Trustee Travel Allowance (Provincial Land Travel).
 - e. Other: Actual amounts paid as per receipts for other business related costs such as telephone, office services (i.e. fax), guest related expenses.
2. Your Board purchasing card is to be used when attending Professional Development activities. The card may be picked up by Trustees for use prior to a Professional Development activity from the recording secretary of the Board and returned after the activity with the exception of the Chairperson and Vice-Chairperson who will keep their credit card. Please note the following:
 - i) all purchases made on the purchasing card must be recorded in the right hand column "Board Purchase Card" column;
 - ii) all receipts for charges to purchasing card must be attached to the Request for Reimbursement Form for monthly reconciliation of the credit card statement;
 - iii) the per diem meal allowance (\$70) claimed in the "Trustee Claimed Expenses" column must be reduced by any meals charged to the purchasing card (to be recorded in the "Board Purchase Card" column);
 - iv) Air fare tickets and hotel accommodations will be booked through the office of the Director;
 - v) Appropriate credit card receipts must accompany all expense claims.
3. Twice yearly in *February* and *August*, a report shall be submitted to the Board. The report shall include a list of Professional Development activities, etc. attended by each trustee to date and the expense claimed in each instance.
4. When trustees are called upon to participate in conventions, conferences, workshops, seminars and meetings on behalf of external agencies (Ministry of Education, Ontario Catholic School Trustees Association etc.), the Board will be reimbursed according to the Board Policy and the Board will reimburse according to the external agency's policy.

PROCEDURE

1. Trustees must apply for reimbursement on the forms prescribed for this purpose (Form 2A - For Trustees [Addendum 1]).
2. The application must be completed by the individual trustee giving all required information and signed personally.
3. The application form shall be reviewed and approved by the Chairperson.
4. The application form shall be received and processed by the Superintendent of Business and Finance and Treasurer of the Board.

Monitoring:	
Methods:	Internal Report
Frequency:	August
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Approval Date:	June 15, 2004
Effective Date:	June 15, 2004
Reviewed:	June 10, 2008
Revised:	June 10, 2008
Signature of Chairperson of the Board:	_____
Signature of the Secretary of the Board:	_____
Distribution: Trustees, Administration Staff and Board Web Site	



ADDENDUM 1 TO G105

FORM 2A (for Trustees)
REQUEST for REIMBURSEMENT
for Professional Development activities and Meetings
on Behalf of the Sudbury Catholic District School Board

NAME _____

ACTIVITY _____

LOCATION _____

DATE/S _____

	Trustee Claimed Expenses	Board Purchase Card or Prepaid Expenses
<u>REGISTRATION FEE</u>	\$ <u> N/A </u>	\$ <u> </u>
<u>ACCOMMODATION</u>		
Actual amount as per receipt (maximum of \$250.)	\$ <u> N/A </u>	\$ <u> </u>
<u>PER DIEM</u> : \$70.00 to be used for but is not limited to meals	\$ <u> </u>	\$ <u> N/A </u>
<u>TRANSPORTATION</u>		
a) Car _____ Kilometres x <u> .52¢/km </u> =	\$ <u> </u>	\$ <u> </u>
b) Air _____	\$ <u> N/A </u>	\$ <u> </u>
<u>OTHER (S)</u> (Specify) _____	\$ <u> </u>	\$ <u> </u>
Total expenses:	\$ <u> </u>	\$ <u> </u>
Reimbursement:	\$ <u> </u>	\$ <u> </u>

Registration, accommodation, taxi, parking, air, train and bus fare *receipts* must be submitted with this form.

PLEASE MAKE CHEQUE PAYABLE TO:

 Signature

 Date

 Approval

Vendor		Invoice		P.O.
Account Number			Distribution	
			\$	
			\$	
			\$	
Payment approved			Batch Number	

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