

EXPENSE REIMBURSEMENTS FOR EMPLOYEES

CONFERENCES AND CONVENTIONS

1. Reimbursement for attendance at conferences and conventions outside of Manitoba shall be arranged with the Superintendents' Department within a limit of actual expenditures not to exceed the following guidelines:

- Actual return air fare as arranged and paid for by the division, or an equivalent amount if other transportation arrangements are made.
- Actual convention registration.
- Hotel - actual single rate for dates on the registration form plus one additional day.
- Per Diem, \$75.00 per day (U.S. Funds if conference is located in the U.S. or Canadian Funds if in a Canadian location) for the actual dates of the conference or convention plus two additional days, or the actual days attended plus two additional days, whichever is the lesser. The per diem allowance includes ground transportation, meals, and all other incidental expenses.
- Round trip transportation to and from the airport, or similar to the conference attendee's hotel.
- Flight cancellation insurance, if necessary.
- Blue Cross coverage or similar medical insurance, if necessary.

Where a saving in air fare can be achieved by staying for a longer period of time at the conference, additional hotel, per diem and insurance expenses can be claimed up to the difference between the two air fares. Employees of the division may utilize vacation entitlements to extend their stay, however, any absence from work beyond the days of the conference plus two requires the agreement of the Superintendent. Where the employee has no vacation entitlement then the difference between the two airfares or the amount that may be used to offset the additional expenses involved in an extended stay, shall be reduced by an amount equivalent to the employee's per diem salary.

2. Reimbursement for attendance at conferences and conventions within Manitoba shall be as follows:

- Actual convention registration.
- Hotel - actual single rate for dates on the registration form, if conference is 50 km. or further from the Board Office, and if not included in conference registration fee.
- Actual cost of meals to a limit of:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$30.00

- Parking fees upon presentation of receipts.

3. Car Transportation

If an employee uses his/her own car, reimbursement shall be at the mileage rate as set by the Board.

4. Should an organization other than the Seven Oaks School Division subsidize the attendance of any person covered by this policy, at a conference or convention, the total expense reimbursement received under this policy shall be reduced by the amount of the subsidy received.

COURSE PAYMENTS

Secretary-Treasurer's Department

Subject to a written agreement and the prior approval of the Superintendent or his designate the Board shall, upon successful completion, pay full or partial costs of tuition for an employee in the Secretary-Treasurer's Department taking courses in recognized programs such as Certified Management Accountant (C.M.A.), Certified General Accountant (C.G.A.), and Canadian Payroll Association (C.P.A.).

Technology Department

Subject to a written agreement and the prior approval of the Superintendent or his designate the Board shall, upon successful completion, pay full or partial costs of tuition for an employee in the Technology Department taking courses in recognized programs such as Cisco Certification, Microsoft Certification or other courses mutually agreed upon with the Superintendent or his designate.

It is understood that should an employee who has received remuneration or course

payments as above, voluntarily terminate his/her employment with the Board within 2 years of receiving such remuneration, the employee will repay the Board in full.

REIMBURSEMENT FOR PERSONAL USE OF AUTOMOBILES

Employees who use their vehicles for any necessary and approved transportation required in the performance of their duties will be reimbursed at a rate established by the Board.

The Board shall determine annually, or as the situation warrants, those employees eligible for a transportation allowance.

The Board shall review the transportation allowance annually in January.

All claims for transportation allowance must be submitted to the Secretary-Treasurer for payment.