



SEVEN OAKS
SCHOOL DIVISION
community begins here

Information regarding
BOARD/S.O.T.A.
Professional Development Funding Requests
and
Reimbursements

SOTA
Seven Oaks Teachers' Association

Professional Development Funding for teaching staff attending Out-of-Province Conferences and Conventions:

Reimbursement for attendance at conferences and conventions outside of Manitoba shall be arranged with the Board/S.O.T.A. Professional Development Committee within a limit of actual expenditures not to exceed the following guidelines:

- Actual return air fare to the conference location, as arranged and paid for by the employee, or equivalent amount if other transportation arrangements are made (i.e. mileage with receipt required) – the lesser of the two will be reimbursed.
- Flight cancellation insurance, if necessary (receipt required).
- Actual convention/conference registration (receipt required) – pre-conference workshops/activities and membership fees are not covered.
- Hotel - - actual **single rate** for dates on the registration form (receipt required). **Maximum of one travel day.** An additional day may be granted, if necessary, but is at the discretion of the Board/S.O.T.A. Professional Development Committee. If considered it must be approved in advance.
- **Per Diem rate of \$75.00 per day** (in U.S. Funds if conference is located in the U.S. or Canadian Funds if in a Canadian location) for the actual attended days of the conference/convention. An additional day may be granted, if necessary, but is at the discretion of the Board/S.O.T.A. Professional Development Committee.

The Per Diem allowance includes expenses pertaining to all ground transportation, all meals and all other incidental expenses (receipts are **not** required for these expenses).

- An advance of 80% of your approved professional development funding amount will be processed prior to your conference. This advance can be used to cover preliminary expenses related to your conference/convention attendance.

- Your approved professional development funding amount is based on the dollar figures you have submitted on your professional development request form. Should your expenses be less than originally indicated (i.e. your hotel rates, airfare, etc.) your approved amount will be adjusted accordingly.

Please note that all requests for funding from the Board/S.O.T.A. Professional Development Committee **must be approved** by the Board/S.O.T.A. Professional Development Committee **PRIOR to** an employee attending the Conference/ Convention.

Once an employee has received confirmation from the Board/S.O.T.A. Professional Development Committee regarding the level of financial assistance which will be provided, increases will not be made to this amount after an employee has returned from their conference/convention.

If you require any further information please contact Alison Hall at the School Board Office at 586-8061 or alison.hall@7oaks.org.