SEVEN OAKS SCHOOL DIVISION

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

- Flight cancellation insurance, if necessary (receipt required).

- Driving directly to the conference location can be supported as a travel accommodation. Receipts for fuel will be reimbursed up to a maximum of $600. It is recommended that travel by vehicle is utilized only within an 800 km radius from Winnipeg. If driving is considered, it must be approved in advance.

- Actual convention/conference registration (receipt required) –membership fees are not covered.

- Preconference session/workshops may be supported based on content but must be approved in advance.

- 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 meals and all other incidental expenses (receipts ***<u>are not</u>*** required for these expenses).

- Ground transportation includes expenses pertaining to transportation to airport, hotel, and event location (taxi, Uber, public transportation). Receipts **<u>are</u>** 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.

Board/SOTA out of province leaves can be extended with personal leave requests up to a total of 5 days.

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 the School Board Office at 204-586-8061 or sosd.pd@7oaks.org