Administrative Procedure 212

Personnel and Employee Relations

CONFERENCES, WORKSHOPS AND TRAVEL EXPENSES

Background

STEM Collegiate Society sponsors attendance of Board Members and staff of STEM Collegiate at work-related conventions, conferences, seminars/workshops, out-of-town meetings, and public relations activities. The Society will also support reasonable and actual travel expenses incurred that are related to the above sponsorship.

Procedures

1. Attendance must have a direct relationship to the employee's position, or the Board member's role, and be of benefit to the STEM Collegiate or the Society.
2. Prior approval must be obtained from the superintendent (in the case of school staff) or the Board as a whole (in the case of Board members and /or Society Members).
3. Reimbursement of allowable expenses for convention, conferences/workshops, seminars, out-of-town meetings, and public relations activities on behalf of STEM Collegiate or the Society include:
    - 3.1. Regular salary only (in the case of school staff), with no overtime or weekend allowance.
    - 3.2. Travel expenses at a rate set by the Board, or the actual commercial fare (whichever is approved and used).
    - 3.3. Payment of registration fees.
    - 3.4. Actual cost of taxi fares or parking.
    - 3.5. Reasonable and economical accommodation.
    - 3.6. Meals at a rate set by the Board.

<u>Board Members</u>:

1. Attendance must have a direct relationship to the Board member's role and be of benefit to STEM Collegiate Society.

2. Prior approval must be obtained from the Board as a whole.
3. Reimbursement for allowable expenses includes:
    3.1. Travel expenses at a rate set by the Board, or the actual commercial fare (whichever is approved and used).
    3.2. Payment of registration fees.
    3.3. Actual cost of taxi fares or parking.
    3.4. Reasonable and economical accommodation.
    3.5. Meal (if not included in the registration) at a rate set annually by the Board.

Teaching Staff:

1. Reimbursement for allowable expenses includes:
    1.1. Travel expenses at a rate set by the Board, or the actual commercial fare (whichever is approved and used).
    1.2. Payment of registration fees.
    1.3. Actual cost of taxi fares or parking.
    1.4. Reasonable and economical accommodation.
    1.5. Meal (if not included in the registration) at a rate set annually by the Board.

Travel Expenses

1. When an employee, or Board member, is required to use his/her personal vehicle to travel outside of Edmonton to attend a professional development conference or business meeting related to the school, the employee, or Board member, will be reimbursed consistent with the maximum amount set by the Federal Government (i.e., the CRA Automobile Allowance rate).
2. Business Kilometer rate for 2023: $0.68 for the first 5000 km driven; $0.62 per kilometer driven after that accumulated distance.
3. NOTE: Individuals must have at least $1,000,000 third party public liability insurance on their personal vehicle.

Meal Allowance

1. When an employee, or Board member, is required to purchase a meal (in not included in the registration) while attending a professional development

conference or business meeting related to the school, the employee, or Board member, will be reimbursed consistent with the maximum amount set by the Federal Government (i.e., the CRA Meal Allowance rate).

2. Meal Allowance rate for 2023-2024 (Canadian dollars tax included):
    2.1. Breakfast: $21.90
    2.2. Lunch: $22.15
    2.3. Dinner: $54.40

Approved: July 2023