

LL 383586

EXPENSE REIMBURSEMENTS

APPENDIX A – TRUSTEE CONFERENCE AND TRAVEL REQUIREMENTS

General Procedures:

All out-of-province travel arrangements that are paid by the Division should be conducted as follows:

1. Approval to Attend

A Trustee may register at a conference/workshop which has an estimated cost that falls within the prescribed annual budget limit.

Approval to attend a conference must be obtained from the Chair of the Board. A Trustee Out Of Province Professional Development Application Form (DKC-R-2-E1) must be completed by a Trustee and forwarded to the Chair of the Board for consideration.

The Chair of the Board may request the Secretary-Treasurer/Chief Financial Officer to prepare a Professional Development Expenditure Summary to determine the monies that have been spent to date.

The Chair of the Board will notify the Senior Executive Assistant of Trustee conferences that have been approved by authorizing the Trustee Out of Province Professional Development application form.

2. Registration

Once Chair approval has been obtained a Trustee must contact the Senior Executive Assistant and provide the relevant conference information. The information required includes:

- Name, Location and Date of Conference
- Date of Departure
- Date of Return
- Preferred hotel accommodation
- Special travel preferences if any

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3. Requisition

The Senior Executive Assistant will complete a requisition form for the conference registration and forward it to the Purchasing Agent.

4. Purchase Order

The Purchasing Agent will issue a Purchase Order and provide a copy of the Purchase Order to the Senior Executive Assistant.

5. Division Travel Agent

The Senior Executive Assistant will provide the Purchase Order number to the Trustee. It is the responsibility of the Trustee to contact the Division Travel Agent and reference the Purchase Order number to make travel arrangements. When accommodation is part of the conference registration fee it is the responsibility of the Trustee to secure hotel bookings and advise the Division Travel Agent that the rooms are part of the registration fee.

When rooms are not included in the conference registration, the travel agency will arrange accommodations according to the Trustee specifications.

The business name of the Division travel agent and contact information is available from the Senior Executive Assistant.

If circumstances warrant using a different travel agent, approval must be obtained from the Chair of the Board prior to booking.

6. Conference & Travel Advance/Claim Form DKC-E-1

Policy DKC-E-1 Conference and Travel Expense Claim Form must be completed according to policy DKC. If a travel advance is required, travel expenses borne by the Division directly are not to be included in the travel advance request.

7. Exceptions to Policy Travel arrangements must be pre-approved by the Chair of the Board.

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