

# Sunrise School Division

Divisional Procedure

Divisional Procedure Number - 4400

Policy Title	Expenses for Out of Province Travel		
Date of Issue	September 2006	Related Procedure	
Revision Dates		Related Forms	
Review Date	September 2011	Originator	Superintendent

## Expenses for Out of Province Travel

### Rationale

For professional learning and development, members of the Sunrise staff will be supported for travel out of the province for work on behalf of the division. For travel that is authorized by the Superintendents Office, reasonable travel expenses will be covered by the division.

### Procedure

1. Travel Expenses that can be covered include:
  - 1.1. Travel (car, train, airplane, bus, taxi/shuttle bus)
    - 1.1.1. It is expected that the most cost effective method of travel be utilized. In general, air travel is more cost effective for out of the province given that other methods often require additional hotel costs, and substitute costs.
  - 1.2. Hotel Accommodations
    - 1.2.1. In general, '3 Star' designated hotels are reasonable. Four or Five Star hotels may be considered if they are the designated hotel for the conference, are giving a conference rate, and additional travel costs (taxi) are minimized.
  - 1.3. Substitute costs
  - 1.4. Conference / Institute Registration fees
    - 1.4.1. Food: per diem broken down in the following manner:
    - 1.4.2. Breakfast \$15.
    - 1.4.3. Lunch \$20.
    - 1.4.4. Dinner \$40.
    - 1.4.5. Per day \$75.
    - 1.4.6. The exchange rate is to be factored in when travel is to other countries.
  - 1.5. Receipts are required for all costs other than those related to the per diem.
  - 1.6. Approval needs to be gained prior to travel taking place and an account number to cover all costs needs to be identified.