

Administrative Procedure 212

Personnel and Employee Relations

CONFERENCES, WORKSHOPS AND TRAVEL EXPENSES

Background

STEM Innovation Academy Society sponsors attendance of Board Members and staff of STEM Innovation Academy 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 Innovation Academy 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 Innovation Academy 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 (if not included in the registration) at a rate set by the Board.

Board Members:

1. Attendance must have a direct relationship to the Board member's role and be of benefit to STEM Innovation Academy 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 Calgary in order 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).
 - 1.1. Business Kilometer rate for 2023: \$0.68 for the first 5000 km driven; \$0.62 per kilometer driven after that accumulated distance.
 - 1.2. Individuals must have at least \$1,000,000 third party liability insurance on their personal vehicle.
2. When an employee, or Board member is required to rent a vehicle, the employee, or Board member will be reimbursed the most economical rental considering the number of passengers.

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(Canadian dollars tax included):
 - 2.1. Staff: 2023 rate @ \$23/meal, up to \$69/day
 - 2.2. Senior Leadership: 2023 rate @ \$23/meal, up to \$69/day OR actual receipts.
3. Accommodations
 - 3.1. Hotel: Economy
 - 3.2. Private residence outside of city: \$25/day
 - 3.3. Other reimbursable costs (Flight cancellation insurance, Excess baggage, Overseas charges where the school requires staff to use their personal cell phone (only roaming charges – not day-to-day monthly fees), Parking, Registration fees, Foreign exchange fees, Outside of Canada/USA, Medical insurance and Vaccinations, Special visas, Travel papers).

Approved: September 2021

Amended: January 2023, November 2023