

Lord Selkirk School Division Out of Province Travel/Professional Development Request

APPLICATION PROCESS

ALL OUT OF PROVINCE TRAVEL MUST BE APPROVED BY THE BOARD OF TRUSTEES, REGARDLESS OF WHETHER DIVISION BUDGET FUNDING IS BEING REQUESTED OR NOT.

Board approval is required PRIOR to registering or making travel arrangements.

Board Meetings are held the 1st and 3rd Tuesday of each month. Completed applications must be received **at least six working days prior to the Board meeting** to be considered. Late applications will be deferred until the next Board meeting.

Prior to completing this form, Applicant must meet with their Admin to obtain approval to attend this PD and discuss possible funding sources.

APPLICANT:

1. Complete Section I, attaching relevant information (eg. brochure, registration form). A detailed rationale for attending the conference must be included.
2. Complete Section II. If actual amounts are not known, estimate higher rather than lower.
 - Meal allowances will only be considered for meals not included in the conference.
 - Meal Allowance - \$85/day (\$20 – Breakfast; \$25 – Lunch; \$40 – Supper)
 - If any portion of the conference/travel costs are being covered by an outside organization, written confirmation from the organization of the amount covered must be attached.
3. Sign and give Application to Administrator/Director.

ADMINISTRATOR / DIRECTOR:

1. Complete Section III – Funding Sources.
2. Up to CAD \$500 for registration plus sub costs may be requested from the LSSD/LSTA PD Fund, dependent on funds available. A complete LSSD/LSTA PD Fund leave request must be entered in Employee Connect as well as the Out of Province Travel/PD Request.
3. Up to CAD \$500 may be requested from the Division Budget. A written request from the Administrator must accompany this form if funds are being requested from the Board.
4. If Student Services is covering part of the cost, a written authorization (including the budget number to be charged) from the Assistant Superintendent - Student Services or Director of Student Services must be submitted with this application.
5. If funding is being provided by any other source a written authorization, including the amount committed must be submitted with this application.
6. Completed Out of Province Travel/PD Request to be submitted to Pearl Holt at the Board Office.

APPROVAL PROCESS:

Requests for travel/funding will be considered by the Board. **Complete applications received a minimum of six working days prior to the Board meeting may be considered for funding up to a maximum of CAD \$500.** Board Meetings are held the 1st and 3rd Tuesday of each month.

Applicants will receive a letter indicating the maximum funds approved. Once approved by the Board, registration, travel and accommodation arrangements can be made by the applicant.

REIMBURSEMENT:

Applicants will be reimbursed based on **actual costs to the maximum approval.** Submit original receipts to Lisa Poponick at the Board Office.

Funds will be applied in the following order:

1. Substitute costs
2. Registration Fee
3. Air Transportation/Airfare Cancellation Insurance
4. Accommodation
5. Meal Allowance (paid on a per diem basis, based on travel schedule and excluding meals included in conference registration)
6. Land Transportation
7. Baggage Fee



Lord Selkirk School Division Out of Province Travel/Professional Development Request

Complete Sections I, II and III.

Section I: Information *(to be completed by the applicant)*

Application Date: Click or tap to enter a date.

Name: Click or tap here to enter text.

Position: Click or tap here to enter text.

School: Click or tap here to enter text.

Conference Name: Click or tap here to enter text.

Conference Location: Click or tap here to enter text.

Conference Dates: Click or tap to enter a date. **to** Click or tap to enter a date.

Travel Dates: Departure: Click or tap to enter a date. **Return:** Click or tap to enter a date.

Rationale for Attendance: (please attach any relevant information about the conference/workshop/course/seminar)

Section II: Funding Request (to be completed by the applicant)

Expenses	Estimated Amount
Substitute Costs (see below)	
Registration Fee	
Transportation - air	
Transportation – ground	
Accommodations	
Meal Allowance	
Airfare Cancellation Insurance	
Baggage Fee	
Total Estimated Costs	

If requesting funds from the LSSD/LSTA PD Fund, a complete leave request must be submitted at the same time as this application.

Substitute Requirements (release time is charged to LSSD/LSTA PD Fund)

Substitute Required? Yes No

If yes, indicate dates substitute required: [Click or tap here to enter text.](#)

[Substitute Rate: 1-4 days = \$205 per day; more than 5 consecutive days, refer to Teacher Grid Rate]

Applicant's Signature

Section III: Funding Sources and Approval (to be completed by Administrator)

Funding Source	Amount	Budget # to be charged
LSSD/LSTA PD Fund		1.650.630.6399.052.000
Student Services Budget <i>(attach written approval from Student Services)</i>		
Division Budget		1.650.630.6350.052.000
Personal		
Other <i>(attach written approval from internal or external source)</i>		
Total Funds (Must equal Total Estimated Costs – page 1)		

<p>School Admin: _____</p> <p>Senior Admin: _____</p> <p>Board Meeting Date: Click or tap to enter a date.</p>

Section IV: For Accounting Use Only

Expenses	Date	PO/Requisition	Amount
Registration Fee			
Transportation - Air			
Transportation - Ground			
Accommodations			
Meal Allowance			
Airfare Cancellation			
Baggage Fee			
Total Expenses			