

COURSES, CONFERENCES, SEMINARS, ETC.

Statement of Policy

In order to provide opportunities for personnel to gain a greater depth of knowledge and experience and to keep abreast of current developments relative to their work in the school system, the Board approves the attendance of selected personnel at Courses, Conferences, Seminars, Symposiums, etc.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Administrative Regulations

1. Approval to attend courses, conferences, seminars, etc., will be through the appropriate supervisor, or in the case of Trustees, in accordance with Board Policies, in advance of the event and before registration occurs.
2. Approval to attend courses, conferences, seminars, etc., outside of Canada must be preapproved by the Director's Office.
3. Each person attending a course, conference or seminar must be prepared to share information and/or skills acquired through participation in the program with colleagues and other relevant staff groups.
4. The following cost recovery system will apply:
 - (a) The lesser of the current mileage allowance or economy air fare at the time of booking, including the cost of transportation to and from the airport and parking will be paid.
 - (b) for personnel attending, upon approval from the appropriate Superintendent, the following expenses will be paid by the Board on a cost recovery basis:
 - Hotel (room only)
 - Food and Sundries*
 - Taxis
 - Transportation (include to and from terminal and parking)
 - Registration Fee

Original receipts must be submitted when the traveller returns.

Whenever possible, the corporate rate should be obtained when checking into a hotel.

Reference: Operating Procedure Finance Support Services 22 – Staff Attendance at Courses, Conferences and Seminars*

Approved February 25, 1969
Revised December 1974
Revised September 1976
Revised June 1981
Revised February 26, 1985
Revised April 9, 1991
Revised October 8, 1996

Revised August 26, 1997
Revised January 1, 1998 (*to reflect change in Board name*)
Reviewed January 2000
Reviewed February 25, 2003
Reviewed December 2005
Revised February 25, 2014
Revised August 31, 2016
Revised November 13, 2018