

FRONTIER SCHOOL DIVISION 44th ANNUAL SCHOOL COMMITTEE CONFERENCE – FOR SCHOOL COMMITTEE DELEGATES ONLY –

Frontier School Division provides stipends and expenses for two delegates from each school committee to attend the Annual School Committee Conference. For these two delegates, the Division covers:

- **Stipend.** The stipend is based upon the same type of compensation Trustees receive for governance-related meetings. This compensation, as outlined in the “By-Laws, Procedures and Protocols for Board of Trustees Handbook” is as follows:

The stipend for assigned duties and travel is set at a maximum of \$100.75 per day. This stipend is allocated as follows:

- *When duties or travel take **four (4) hours or less**, the payment is **\$50.37 (half day)**.*
- *When duties or travel take **over four (4) hours**, the payment is **\$100.75 (full day)**.*
- *When duties or travel are required in the evenings after 6:00 p.m., the payment is \$50.37.*

As this stipend is a taxable benefit, Revenue Canada requires that a T4A statement be provided. Delegates are required to provide their personal information to the Division in order to receive this tax statement. Required information includes delegates’ full/complete name, mailing/street address, Social Insurance Number, and home location on/off a First Nation reserve. **This information must be provided by delegates in order to receive the stipend.**

- **Hotel room** (room and tax only) booked by the Division, at the Canad Inn – Polo Park. **It is recommended delegates share a hotel room with a fellow delegate to offset conference costs.**
- **Meals** provided include Tuesday (lunch, dinner), Wednesday (lunch), and Thursday (lunch). Delegates will be responsible for breakfasts, and can claim reimbursement on an Expense Claim Form (maximum \$11.50 daily as per Policy D.3.D – Travel Expenses). See below for further information on Expense Claim Form procedures.
- Purchase of **airline tickets**. Contact your Governance Support Officer or Area Superintendent if you require these arrangements. Please note changes to travel arrangements are permitted until 10 days prior to the conference.

The Division covers delegate out-of-pocket expenses. Delegates will be required to fill out an **Expense Claim Form**. The following items will be covered:

- meals in transit, to attend the meetings and to travel home, including those meals not covered by the Division,
- transportation costs, such as mileage, taxi or bus,
- private accommodation, such as staying at a family members’ residence.

Procedures for Expense Claim Forms

At the Area Advisory Committee meeting, Division policy and procedures regarding expense claim forms will be provided by your Area Superintendent and Governance Support Officer.

Expense claim forms should be filled out for:

- **mileage claims only** (for delegates who are requesting reimbursement of mileage claims). This claim will be processed Wednesday afternoon and distributed Thursday. **Mileage is paid for one vehicle from each community.** *(If more than one vehicle is used, the mileage is divided between the two delegates).* If delegates who normally travel by air choose to drive then the actual air fare cost is paid in lieu of mileage.
- **incidentals**, such as meals not covered at the conference, private accommodation, taxi.

Disbursements

Disbursements will take place as follows:

- one-half of stipend (Tuesday during the Area Advisory Committee meetings).
- expense claims (Wednesday afternoon).
- remaining one-half of stipend (Thursday at 3:00 p.m.).

The conference handbook will note those specific times and locations for disbursement.

Please contact your Governance Support Officer or Area Superintendent if you have any questions regarding stipends or expenses.