

CRITERIA APPROVED BY THE JOINT PROFESSIONAL DEVELOPMENT COMMITTEE

ALLOWABLE EXPENSES

1. AIRFARE

Travel must be at the most reasonable economy class rate

Upgrades that are medically necessary must be communicated to the JPDC and approved prior to the event or activity

Travel medical insurance coverage is not a reimbursable expense

Flight cancellation insurance is not an approvable expense

One checked bag and a personal item are acceptable

Required airport improvement fees, security NAV Canada and fuel surcharges are acceptable expenses

Travel Visa fees where required are allowable expenses

2. ACCOMMODATIONS

When attending an event, conference, symposium, annual meeting etc., acceptable to stay at the hotel where the event is being hosted

Where there is no host venue for an event, conference, symposium, annual meeting etc., accommodation expenses are limited to reasonable amounts which normally will not exceed the rate of a single standard room. For single standard room rates please refer <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/index-eng.aspx>

When booking for approved PD activities accommodations must comply with the following guidelines:

If the conference site imposes mandatory resort fees In-Service Professional Development will reimburse this expense

Internet charges are allowable

No hotel upgrades

No fitness centre/health club fees

No pet fees/charges

No hotel telephone charges

Within the lower mainland the following additional rules apply:

Single day conferences in the Fraser Valley/Lower Mainland
o Accommodations are not an approvable expense

Two day or multi-day conferences in the Fraser Valley/Lower Mainland
o Accommodations are approvable for the evening(s) between the conference days

Accommodations are approvable as long as they do not exceed the conference hotel rate

Outside of the Lower Mainland:

- f When travel time is needed to reach a destination outside of the lower mainland, per diems and travel expenses will be reimbursed a day before the event and the day after

3. TRANSPORTATION

Mileage can only be claimed for personal vehicles (no mileage can be claimed for rental cars)

Either claim mileage or gas/car rental

Parking for approved PD activities is acceptable (receipts required)

If driving (mileage) is the least expensive travel option compared to the combined cost of other modes of transportation (flight, train, bus, etc.).

In situations where it may be more economical for two or more people to travel together, carpooling is encouraged. Mileage or car rental costs may be claimed only by the driver or owner of the vehicle

Ferry costs, ferry reservation fees, highway tolls, taxi, shuttle bus, public transit/metro and parking are acceptable PD expenses

4.

Acceptable software purchases for use to develop and upgrade current job related skills include:

- Microsoft Windows operating system and upgrades
- Microsoft Office Suite (Word, Excel, Access, PowerPoint)
- Fire walls/Anti-virus/popup blocks
- Software required for a credit course or Continuing Studies course

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- Articulation meetings
- Office supplies, furniture and equipment
- Computers, laptops, iPods, iPads and