

**BOARD MEMBERS' AND ADMINISTRATORS'  
COMPENSATION AND EXPENSES**

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**(A) YEARLY INDEMNITY**

In accordance with the Public Schools Act, Section 56(1), a by-law has been adopted that provides for the payment of annual and additional indemnities to members of the board of trustees.

**(B) TRAVEL ALLOWANCE**

In addition to the indemnity referred to in (A), each member of the board of trustees may be paid and may accept payment as follows:

- (1) The chair and each member of the said board shall be paid the current divisional rate per kilometre and each kilometre actually and necessarily traveled from his/her place of residence in the school division to the place of meetings and return to his/her place of residence to be held only once for each school board and committee meeting.
- (2) The chair and each member of the said board shall be paid the current divisional rate per kilometre for each kilometre actually and necessarily traveled by him/her in the performance of such duties, work or services as he/she is required or authorized to perform the board business. In addition, the chair and each member shall be reimbursed for parking expenses related to this travel.
- (3) The rate per kilometre will be adjusted from time to time as necessary, to conform to the rate used by The Manitoba School Boards Association and to be congruent with Canada Revenue Agency rates.

**(C) EXPENSE REIMBURSEMENTS**

Trustees, and administration will be reimbursed for expenses necessarily incurred while carrying out duties assigned or approved by the school board as such rates and under such conditions as follows:

- (1) Reimbursements for attendance at conferences and conventions outside of Manitoba shall be as follows:
  - (a) **Trustees and Central Office Administrators**
    - (i) Economy airfare or the current divisional rate per kilometre, whichever is less, to attend conferences as provided in the budget.

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- (ii) \$50 ground fare allowance or actual round trip transportation to and from airport to the conference attendee's hotel.
- (iii) Actual convention registration.
- (iv) Hotel - actual single rate for dates on the registration form plus one additional day.
- (v) Per diem, \$150.00 per day (U.S. funds if conference located in the U.S. or abroad; Canadian funds if in a Canadian location) for the actual dates of the conference or convention plus two additional days, or the actual days attended plus two additional days, whichever is the lesser. The per diem allowance includes meals and all other incidental expenses.
- (vi) Flight cancellation insurance, if necessary.
- (vii) Blue Cross coverage or similar medical insurance, if necessary.

(b) **All Others**

As mutually arranged with the superintendent's department within a limit of actual expenditures; or return airfare, actual ground transportation expenses and hotel.

(c) **Car Transportation**

If a Trustee or employee uses his own car, reimbursement shall be at the mileage rate as set by the board in Section (B) 1 of this regulation.

- (2) Reimbursement for attendance at conferences, conventions, seminars and workshops within Manitoba shall be as follows:

(a) **Trustees**

- (i) Actual convention registration.
- (ii) Hotel - actual single rate for dates on the registration form, if conference is 50 km. or further from the board office, and if not included in conference registration fee.
- (iii) Per diem \$120 (beyond 3 hours); \$60 for half day (3 hours or less). Rate includes meals and all other incidental expenses.

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(b) **All Others**

As mutually arranged with the superintendent's department.

(c) **Car Transportation**

If a Trustee or employee uses his/her own car, reimbursement shall be at the mileage rate set by the board in section (B) 1 of this regulation.

- (3) Should an organization other than the River East Transcona School Division subsidize the attendance of any person covered by this policy, at a conference or convention, the total expense reimbursement received under this policy shall be reduced by the amount of the subsidy received.

(4) **Reimbursement for Personnel Use of Automobiles**

An employee who uses his or her own vehicle will be reimbursed for any necessary and approved transportation required in the performance of their duties at the rate as set by the board in section (B) 1 of this regulation.

The appropriate claim form shall be completed and submitted to the secretary-treasurer/CFO for payment.

(D) **TRUSTEE PROFESSIONAL DEVELOPMENT ALLOWANCE**

Each trustee will be provided an annual \$200 credit for access to professional development and training opportunities through the division's continuing education department or its equivalent.

Effective Date: December 17, 2002                      Review Date:  
Amended Date: September 20, 2011;  
December 19, 2017  
Board Motion(s): 305/02; 279/11; 319/17  
Legal/Cross Reference: