

<h2>Out of Province Staff Travel</h2>	
Adopted: May 6, 2014	Last Reviewed/Revised: May 16, 2023
Next Scheduled Review: 2025-2026	
Associated Policies & Procedures: <a href="#">I-24 Fraud Management</a> <a href="#">VI-24 Fraud Management</a> <a href="#">I-34 (A) Reimbursement of Board Business Expenses for Employees</a> <a href="#">VI-90 Reimbursement of Board Business Expenses for Employees</a> <a href="#">III-13 Corporate Purchasing Card Distribution and Usage</a> <a href="#">VI-86 Corporate Purchasing Card Distribution and Usage Procedure</a> <a href="#">VI-73 Meal and Hospitality Expenses for Employees at Board Sanctioned Events Procedure</a>	

## Purpose

To describe the terms and conditions under which staff, while representing the interests of students, the community and the Halton Catholic District School Board (HCDSB) and/or carrying out their responsibilities as an agent of the HCDSB request travel outside of the Province of Ontario.

## Application and Scope

This policy applies to all employees of the HCDSB requesting to travel outside of the Province of Ontario in their capacity as agents of the HCDSB.

## Principles

- Where appropriate, staff may have the opportunity to take part in professional learning at the national or international level that would be considered valuable to the growth of the entire District.
- The HCDSB recognizes and values professional learning opportunities for all staff, and the potential impact it can make to System priorities and ultimately, student learning.
- Where appropriate, staff may have the opportunity to explore other jurisdictions/Districts outside of the Province of Ontario that may give new awareness to potential advances in current practices within our District.

- The HCDSB recognizes the moral, ethical and monetary value of responsible financial stewardship of the HCDSB's resources as it relates to expenses outside of the regular delivery of programming.
- The HCDSB commits to open, consistent and transparent processes for the approval of travel requests.

## Requirements

- Staff requesting to travel out of Province, but within Canada and the U.S.A. shall require the approval from the Director of Education.
- Staff requesting to travel out of Canada and the U.S.A. shall require the approval from the Board of Trustees.
- Considerations for approval will be based upon the potential value to the System; including professional development, networking opportunities, professional collaboration and the reciprocal relationship of sharing best practices with other Districts.
- Following the approved conference, an Information Report is to be submitted to the Board regarding the details of the conference and possible future changes to our practices and benefits to our System.
- A request to travel out of Province must be submitted at least 60 Days prior to the date of the departure, when possible, along with the following documentation:
  - Details of the conference, convention or seminar/workshop, including cost
  - Place and Duration of the Conference
  - Summary of the benefit this program may provide individual and/or board
  - Reimbursement of business-related expenses shall be consistent with *Policy I-34 (A) Reimbursement of Board Business Expenses for Employees.*

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: \_\_\_\_\_  
*Chair of the Board*