

Reimbursement Guideline for the NTIP Provincial Symposium March 2008

Submitting Expense Claims

School Boards / Authorities / Provincial and Demonstration Schools:

Individual delegates (three per DSB, two per school authority, two for the Provincial Schools Authority) submit their claim to their school board, who in turn will submit a summary expense report. School boards are required to retain copies of delegates' receipts for all eligible accommodation, travel and meal costs for auditing purposes. School boards are required to submit all original receipts, including cost of meals (if applicable) to their Regional Office of the Ministry. The summary expense report is due by Tuesday, March 25, 2008.

| Type of Expense | Maximum Amount Eligible | Conditions |
|-----------------------------|--|--|
| Mileage | \$ 0.40 per kilometer (Southern Ontario) | |
| Mileage | \$ 0.41 per kilometer (Northern Ontario) | |
| Breakfast | \$ 8.75 | Not eligible (will be provided on Wed. Mar. 5 th) |
| Lunch | \$ 11.25 | Not eligible (will be provided on Wed. Mar. 5 th) |
| Dinner | \$ 20.00 | Not eligible on Tues. Mar. 4 th if attending the symposium dinner at the hotel Eligible on Mar. 4 th or 5 th if participant is traveling during dinner hours |
| Airfare* | Current economy fare | Flight to the symposium and return to original departure point in economy class only (Note that there is a free shuttle from the airport to the hotel.) |
| Train / Bus Fare* | Economy fare | Travel to the symposium and return to original departure point in economy class only |
| Other (e.g., subway...etc.) | | |

**Participants are expected to travel in the most economical means possible.*

Participants from Board NTIP Teams and Presenters will not claim accommodation costs, as the Ministry will be billed directly. The Ministry will cover the costs of the hotel room, parking and applicable taxes only.

If you have any questions regarding reimbursements, please contact:

Sarah Flanagan at Sarah.Flanagan@ontario.ca or 416-325-4339