

Ministry of Education

Instruction and Leadership
Development Division

Inclusive Education Branch

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Ministère de l'Éducation

Division de l'enseignement et
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Direction de l'éducation inclusive

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MEMORANDUM TO:

Directors of Education
Supervisory Officers of Provincial Schools and School Authorities

FROM:

Ruth Flynn, Director
Inclusive Education Branch

DATE:

March 3, 2011

SUBJECT:

Travel and accommodation costs of two members of the Parent Involvement Committee (PIC) to attend the Minister's second annual PIC Symposium, April 8-9, 2011.

As a follow-up to Minister Dombrowsky's letter of January 6, 2011 inviting two members of your Parent Involvement Committee (PIC) to attend the second annual PIC Symposium in Toronto on April 8-9, 2011, I am writing to request your assistance in making travel and accommodation arrangements and covering the costs of your PIC delegates in advance of the Symposium. I want to thank you for your support in encouraging and enabling these parent volunteers to participate in this year's Symposium. Your board's expenses will be reimbursed by the ministry following the event.

Building on the success of last year's Symposium, this year's event will provide opportunities for PIC Chairs and members to learn more about the government's new parent engagement policy and regulation, and to share effective practices for parent engagement in support of student achievement and well-being.

Hotel Arrangements

A block of rooms has been reserved at the Delta Chelsea Hotel located at 33 Gerrard Street West, in Toronto. We are asking PIC delegates to contact their school board to assist with travel and accommodation arrangements. To book on behalf of your two PIC delegates, the hotel can be reached toll free at 1-888-890-3222, in the Toronto area at 416-595-1975, or on-line at www.deltachelsea.com/picsymposium2011. Please reserve prior to **March 21, 2011** and reference **GORPARENT** to qualify for the group rate and ensure room availability. Please complete the attached 'Credit Card Billing Authorization Form' and fax the form along with a photocopy of the credit card to the hotel at 416-585-4366 to ensure the proper payment of the hotel room and taxes. This is required in advance of PIC members' arrival at the hotel.

Expense Claims and Reimbursement

For travel and other related expenses, please find attached the Expense Claim Guidelines and Expense Claims Form for the PIC Symposium 2011, based on the Government of Ontario's *Travel, Meal and Hospitality Expenses Directive*.

Please note, travel, meal, accommodation expenses are to demonstrate value for money and be considered necessary and economical with due regard for health and safety. Alcohol is not an eligible expense, nor can it be included as part of any individual meal, travel, accommodation or hospitality expense.

We appreciate your support in sending in a single invoice and all itemized original receipts after the event to the ministry, no later than April 29, 2011 for processing and payment.

Please send the invoice to:

Josiane Ng
Parent Engagement Office
Ministry of Education
12th Floor Mowat Block
900 Bay St, Toronto ON M7A 1L2

A memo regarding registration, travel and accommodation arrangements will be sent to the PIC Chairs and Co-Chairs within the next two business days. Thank you for your assistance and support of parent engagement and two of your PIC members' attendance at this year's Symposium.

If you have any further questions, please call Sandy Yep at sandy.yep@ontario.ca or speak with him directly at 416-325-2819.

Sincerely,

Ruth Flynn

Att:

Credit Card Billing and Authorization Form
Expense Claim Guidelines
Expense Claims Form