



Professional Growth Networks Day 2018

Saturday, September 22

Eamer Auditorium, Saskatchewan Teachers' Federation

Participants

Professional growth network executive members and Saskatchewan Teachers' Federation staff.

Agenda

9:00 a.m. to 1:00 p.m. – Coffee and continental breakfast at 8:30 a.m. with lunch to follow meeting.

Registration

All registration forms must be submitted through your professional growth network.

Expense Reimbursement Information

The Federation will provide reimbursement of expenses for up to four professional growth network's executive members who are current Federation members. If more than four network members attend this event, please confirm with the Federation which four members will have their expenses reimbursed.

Federation reimbursement is based on the principles of reasonable and actual expenses. Complete details are found in the *Travel Reimbursement for Members* document available when logged in to the Federation website, www.stf.sk.ca/resource/travel-reimbursement-members. If you are a current Federation member, you will be reimbursed for out-of-pocket expenses as outlined below.

1. Members may claim reimbursement for meals consumed while traveling to and returning from an event during the time a meal is normally consumed. Reimbursement does not apply to members who are resident in the location of the meeting and its environs. Meal maximums are as follows: Breakfast \$19.30, Lunch \$19.30, Dinner \$30.20 and includes taxes and tip. Detailed receipts are required. Reimbursement will not be provided for alcoholic beverages.
2. Travel expenditures will be reimbursed based on the distance travelled from your residence to the location of the event at the rate of 42 cents per kilometre. Members are encouraged to travel together whenever possible. Parking expenditures will be reimbursed at actual cost with receipt or \$10 maximum without receipt.
3. The preferred hotel for meetings and events in Saskatoon is the Radisson Hotel. Please contact the Radisson directly at 306-665-3322 to arrange accommodation and advise them you are with the Federation in order to get our preferred rate.

Members may arrange accommodation at any hotel keeping in mind that the reimbursement for accommodation will be provided to a maximum of \$145 plus taxes and Destination Marketing Fee.

Accommodation the evening before an event will be reimbursed if members have to leave their place of residence before 8 a.m. on the day of the event in order to arrive on time.

Reimbursement for staying at a private residence will be provided to the maximum approved rate of \$25 per night.

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4. Members may claim expenses for dependant and elder care incurred outside of normal working hours at a maximum rate of \$10 per hour to a maximum of \$150 per 24-hour period. Members are eligible to submit a claim if they attend events because of their elected, appointed or delegated position, and without utilizing dependant and elder care services, would be unable to attend. Please complete the Dependent and Elder Care Information section of the Standard Expense form. The care provider may be contacted for verification.
5. All claims must be made on the Standard Expense form provided at the event and be signed personally by the member.
6. Each claim must be accompanied by the detailed original receipt(s) of payment which will not be returned to the member.

Helpful Reminders

- If you require directions to the Federation, your hotel or information about parking, please contact the facility directly. If the visitor parking lot at the front of our building is full, please park on the street or in the parking lot of the Calvary Church located across the street (do not park in the spots facing their front door). Be careful not to park in the bus stop in front of the Federation building.
- As a courtesy to colleagues who may have environmental sensitivities, we would ask all participants to assist the Federation in creating a scent-free environment for this event.
- If you are unable to attend, please feel free to send a substitute from your network executive. Please contact Colleen Paulhus with the name of your replacement so that we can ensure proper name tags for everyone.
- Although there is no registration fee, breakfast and lunch are being provided. If you have registered but cannot attend, the cost for these meals will still be incurred by the Federation. Therefore, please contact Colleen Paulhus in the event you cannot attend.
- Please consider layered clothing as heating and cooling conditions may vary.
- The Federation will attempt to accommodate special dietary requests in regards to culturally and religiously appropriate food, food allergies and intolerances. Although a best effort will go into accommodating special dietary requests, allergen free food and environment cannot be guaranteed and the Saskatchewan Teachers' Federation does not assume liability for adverse reactions to foods consumed, or items one may come into contact with while attending any Federation event. Special dietary need requests must be received in writing 10 days prior to the event.

More Information

For further information on Professional Growth Networks Day, please visit the Federation's website, www.stf.sk.ca, or contact Colleen Paulhus at 1-800-667-7762, 306-373-1660 in Saskatoon or by email at colleen.paulhus@stf.sk.ca.