

Staff, Faculty and Administration School of Community and Health Studies PD Application Form Checklist

Overall:

- € Have you attached the course/conference/Seminar/workshop brochure?
- € Has the Chairperson or Dean signed for time approval?
- € Did you review the *Employee Travel, travel-related or Business-related Hospitality Expense Policy*?
<http://intranet.centennialcollege.ca/policies/academic/travelbusinessrelatedhospitalityexpensepolicy>

€ 5.1 Travel (*air/land travel costs*)

A. Air-flight: coach class or economy class, include flight cancellation insurance

- Encouraged to take advantage of round-trip and excursion
- Reimburse either Coach Class or Economy fare
- Flight cancellation insurance is reimbursable expense
- Receipt required

B: Personal car

- Employee chooses to use their vehicle in lieu of air/bus/rail transportation reimbursement will be limited to the lesser

C. Public Transportation:

(*For example, airport to conference site taxi fee*)

- Air shuttle bus or hotel shuttle service should be used for transportation to and from an airport, train or bus station, if possible
- Receipt required, if available

€ 5.2 Accommodation (*public transportation total costs*)

Standard business-class, single occupancy

- Standard business-class, single occupancy hotel rooms
- Employees will be reimbursed for the cost of extending accommodations over weekend, provided any reduction in travel fare exceeds the extra accommodation costs
- Receipts required

€ 5.3 Meals (*total costs - please add itemization of meal cost per day*)

Cannot be claimed where the meals are already included in another expense, for example, conference fees

Breakfast \$10.00 / per day
Lunch \$20.00 / per day
Dinner \$30.00 / per day

PD Forms can be submitted:

1. Via email to cdellelce@centennialcollege.ca Remember to scan your completed form and conference / course brochure.
OR
2. Inter-office mail to Christine Dell'Elce, Morningside campus, Room 352.