



## **International LGBTQ Leaders Conference 2019, November 14-16, 2019: Expense Approval**

**To:** Committee of the Whole

**Date:** 18 September, 2019

**Report No.:** 09-19-3743

### **Strategic Directions**

- Create a Culture for Student and Staff Well-Being
- Build Strong Relationships and Partnerships Within School Communities to Support Student Learning and Well-Being

### **Recommendation**

It is **RECOMMENDED** that the request from Trustee Chris Moise to attend the International LGBTQ Leaders Conference 2019 from November 14 to 16, 2019, in Washington, D.C. be approved.

### **Context**

The International LGBTQ Leaders Conference 2019 is taking place in Washington, D.C. from November 14 to 16, 2019. Information on the 2019 program is not yet available, however, the program from 2018 (Appendix A) includes informative presentations, educational workshops, including the following topics: An LGBTQ Perspective on Environmental Justice and Equity, The Power of Influence, Broadening the Equality Agenda: Millennials in Office, Race and Criminal Justice Reform, On the Frontline: LGBTQ Elected Officials in Low-Equality States, The Other Green Economy: Marijuana as a Business and A New LGBTQI World Order.

### **Action Plan and Associated Timeline**

Administrative Liaisons will complete the registration and applicable bookings once conference is approved.

## **Resource Implications (Estimate)**

Early Bird Registration ended July 31, 2019.

The total estimated cost for the conference is \$ 2,580.00. The conference will be paid from the trustee's discretionary budget.

## **Board Policy and Procedure Reference(s)**

Governance Procedure PR582(b) Trustee Expense

## **Appendices**

- Appendix A: Background Information
- Appendix B: Conference Form

## **From**

Colleen Russell-Rawlins at [Colleen.Russell-Rawlins@tdsb.on.ca](mailto:Colleen.Russell-Rawlins@tdsb.on.ca) or at 416-397-3187



# CONFERENCE AGENDA

## INTERNATIONAL LGBTQ LEADERS CONFERENCE 2018

JW MARRIOTT WASHINGTON DC | 1331 PENNSYLVANIA AVENUE, NW WASHINGTON, DC 20004

Thank you to the Congressional LGBT Equality Caucus for returning as our Honorary Host Committee, with a special thank you to the Caucus Co-chairs Reps. David Cicilline, Sean Patrick Maloney, Mark Pocan, Jared Polis, Kyrsten Sinema and Mark Takano.

### Wednesday, December 5, 2018

#### Elected Officials Advancing Hemispheric Priorities through Inclusion and Diversity

9:00 AM — 3:30 PM | Hall of the Americas, Organization of American States, 200 17th St NW, Washington, DC 20006

### Thursday, December 6, 2018

#### Pre-Conference Session for Elected Officials

8:00 AM — 3:30 PM | *Invite only*

#### Conference Registration

12:00 PM — 6:00 PM | Grand Ballroom Foyer

#### Opening Plenary: Celebrating the 2018 Rainbow Wave

4:00 PM — 5:30 PM | Grand Ballroom

An unprecedented Rainbow Wave of openly LGBTQ candidates ran for office in the 2018 election cycle—becoming historic firsts, breaking down long-held political barriers and inspiring others to consider a run for office. Hear from high-profile elected leaders about the significance of this Rainbow Wave, including the opportunities and challenges of running as openly LGBTQ and how LGBTQ voices in the halls of power can move equality forward in the years ahead.

**Speakers:**

- Mayor Annise Parker, President & CEO, LGBTQ Victory Institute
- U.S. Senator Tammy Baldwin
- U.S. Representative Joe Kennedy III
- Governor-Elect Jared Polis

**Award Winner:**

Virginia Delegate Danica Roem

#### 🍷 Opening Reception: Powering Our Movement

6:00 PM — 8:00 PM | The Embassy of Canada  
501 Pennsylvania Ave NW

*Sponsored by AARP and MillerCoors*

LGBTQ elected officials makeup less than 0.1% of all elected officials nationwide—yet their influence on the LGBTQ movement far outweighs their numbers. When LGBTQ elected officials are in the halls of power, it humanizes our lives, changes the debate and leads to more inclusive policies and legislation. During the opening reception, we celebrate the Rainbow Wave of LGBTQ elected officials, along with allies who use their positions of power to advance equality for our community.

#### 🍷 Leading in Color Reception

8:30 PM — 10:30 PM | 101 Constitution Ave NW

*Sponsored by Altria*

The Leading In Color event is a “party with a purpose” where you’ll have an opportunity to engage with LGBTQ leaders of color who make up 20% of all LGBTQ elected officials serving nationwide. Over a dozen out elected officials, and two hundred community members, donors, influencers, and allies from across the country will be in attendance.

**Speaker:**

U.S. Representative Linda Sanchez

### Friday, December 7, 2018

#### Corporate Appreciation Breakfast

8:00 AM — 9:00 AM | *Invite only*

## State of Victory Speech

9:00 AM — 9:20 AM | Grand Ballroom

Remarks by Mayor Annise Parker, President & CEO, LGBTQ Victory Institute

## Breakfast Plenary: A New LGBTI World Order

9:20 AM — 10:30 AM | Grand Ballroom

The United States government is relinquishing its leadership role in the international movement for LGBTI equality and other newly elected nationalist governments may follow suit. Which governments, elected leaders, institutions and organizations will fill this vacuum? LGBTI and allied elected officials from the U.S. and around the globe will discuss this new reality and whether this disengagement is temporary or long-lasting.

### Opening Remarks:

Karamo Brown, Television Host, *Queer Eye*

### Moderator:

Kerry-Jo Ford Lyn, Director for the LGBTI Global Development Partnership, Astraea Lesbian Foundation for Justice

### Speakers:

- U.S. Representative Norma Torres
- Member of Parliament Seb Dance, European Parliament
- Member of Parliament Terry Reintke, European Parliament
- State Legislator Robeyoncé Lima, Brazil
- State Legislator Érica Malunguinho, Brazil

## Breakout Session 1:

10:45 AM — 12:15 PM

### The Other Green Economy: Marijuana as a Business

#### Salon D

Nine states, the District of Columbia, and Canada have legalized recreational marijuana, joining dozens of other states that have made marijuana available for medical use. Some experts predict that legalization could inject over \$130 billion into US tax coffers by 2025. As the cannabis industry becomes a bigger economic player, hear from experts, lawmakers, and community leaders about how it is impacting their communities.

### Moderator:

Senator Julian Cyr, Massachusetts State Senate

### Speakers:

- Representative Kelly Cassidy, Illinois House of Representatives
- Trustee Tom Temprano, City College of San Francisco
- Betty Aldworth, Executive Director, Students for Sensible Drug Policy (SSDP)
- Saphira Galoob, Principal and CEO, The Liaison Group
- Sarah Gersten, Attorney, Gersten-Saltman

## Out on K Street: The Power of Influence

### Salon E

Whether lobbying to end the “victory tax” for Olympians, for land exchange, or to ensure legal protections for millions of LGBTQ Americans, lobbyists’ direct line to elected officials can play an important role in a productive government. This session will evaluate how lobbying has been effectively used to benefit the LGBTQ community and how out lobbyists are advancing their agendas in today’s political climate. It will also offer tips for developing productive relationships between lobbyists and elected officials.

### Moderator:

Daniel Penchina, President, Voices for Progress, LGBTQ Victory Fund Board Member

### Speakers:

- Senate Leader Jerry Buttimer, Ireland
- Member of Parliament, Nick Herbert, UK Parliament
- Councilmember Jolie Justus, Kansas City, MO
- Lanae Erickson, Vice President, Social Policy & Politics, Third Way
- Courtney Snowden, Senior Director, Strategic Partnerships, JUUL

## Equality Through the Courts: A Look at Europe, Latin America and India

### Salon F

Recent regional court decisions in Europe, Latin America and India have opened the door to government recognition of marriage equality and protections based on gender identity and expression. But will these rulings be fully implemented and will they lead to societal change? Panelists will share their perspectives on those rulings, the opportunities they bring to expand equality, and the challenges to implementing the decisions.

### Moderator:

Julie Dorf, Senior Advisor, Council for Global Equality

### Speakers:

- Luis Salazar, Presidential Commissioner on LGBTI Issues, Costa Rica
- Tamara Adrián, Member of the National Assembly, Venezuela
- Adrian Coman, Petitioner, *Adrian Coman and Others v. Romania*
- Ankit Gupta, Member of Youth Coalition for Sexual and Reproductive Rights (YCSRR)

## Lunch Plenary: Becoming a Historic First: The Spotlight and Responsibilities

12:15 PM — 1:45 PM | Grand Ballroom

### Sponsored by Union Pacific

When Christine Quinn became the first openly lesbian New York City Council President, or Danica Roem the first openly trans person to win and serve in a state legislature, the headlines were seen across the world: “Historic First!” “History Made!” “Trailblazing Candidate!” But with the spotlight comes enormous pressure—both to live up to the promise of being an LGBTQ history-maker and to ensure constituents remain the priority. Hear from a number of “historic firsts” as they reflect on the excitement and challenges of shattering lavender ceilings.

**Opening Remarks:**

U.S. Representative-Elect Sharice Davids

**Moderator:**

Jonathan Capehart, Journalist, *Washington Post*, Contributor, MSNBC

**Speakers:**

- Former Secretary of the U.S. Army Eric Fanning
- Former U.S. Representative Barney Frank
- Former U.S. Ambassador to Romania Michael Guest
- Former Speaker of the New York City Council Christine Quinn
- Virginia Delegate Danica Roem

**Breakout Session 2:**

2:00 PM — 3:30 PM

**Let Us Live: Ensuring Access to Quality Healthcare****Salon D**

So-called “religious freedom” laws at the state level have exacerbated health disparities by discouraging LGBTQ people to self-report their sexual orientation or gender identity. These laws come as a growing body of research shows experiences of discrimination are associated with poor health outcomes. Additionally, healthcare access for people living with HIV and trans people seeking medical care has improved drastically under the Affordable Care Act—yet it remains under threat. In this session, public officials and advocates will discuss ways to guarantee access to quality health care for LGBTQ people in every state, regardless of anti-LGBTQ state or local laws.

**Moderator:**

Representative Daniel Hernandez, Arizona House of Representatives

**Speakers:**

- Representative Sam Park, Georgia House of Representatives
- Luc Athayde-Rizzaro, Policy Counsel, National Center for Transgender Equality (NCTE)
- Kris Hayashi, Executive Director, Transgender Law Center

**Our Communities, Our Environment: An LGBTQ Perspective on Environmental Justice and Equity****Salon E****Sponsored by Toyota**

The water crisis in Flint, Michigan, the devastation left by Hurricane Maria in Puerto Rico, and other natural and manmade disasters have shed light on the appalling lack of protections and resources for many disenfranchised communities. In response, enlightened legislators and local leaders are considering environmental justice and equity concerns when developing environmental policies they wish to advance. Yet many policymakers remain unaware of these social justice concerns and fail to engage relevant stakeholders when writing legislation or policies. This panel will discuss how to change this dynamic through awareness and thoughtful engagement.

**Moderator:**

Jeff Mauk, Executive Director, National Caucus of Environmental Legislators (NCEL)

**Speakers:**

- Senator Kelvin Atkinson, Nevada State Senate
- Representative Karin Power, Oregon House of Representatives
- Lindi von Mutius, Chief of Staff, Sierra Club

**🌐 Forging Alliances with Allied Elected Officials: Lessons from the Caribbean****Salon F**

LGBTQ people remain severely underrepresented in governments all across the globe, but in some legislatures, out LGBTQ officials are extremely few or non-existent. In these environments, the LGBTI movement must rely on allied politicians to make progress on equality issues, and leaders in the Caribbean have had some success. In this session, change-makers from the Caribbean will share their perspectives and recommendations on how to build productive working relationships between civil society and politicians in low-equality countries or regions.

**Moderator:**

Michael Lavers, International News Editor, *Washington Blade*

**Speakers:**

- Senator Janelle Sarauw, Legislature of the United States Virgin Islands (USVI)
- Senator Valerie Woods, Belize Senate
- Congresswoman Jacqueline Montero, Dominican Republic
- Former MP Desiree de Sousa, Estates of Aruba
- Phil Crehan, Director of NGLCC Global, National LGBT Chamber of Commerce

**Afternoon Plenary: California in the Lead. And How the Rest of Us Can Catch Up**

3:45 PM — 5:00 PM | Grand Ballroom

California is the gold standard in LGBTQ equality and leads the nation in LGBTQ representation in government – not to mention it has out lesbian Toni Atkins heading the state Senate. In this plenary, LGBTQ elected officials from California will discuss how they advanced an equality agenda in the state legislature and city councils and provide strategies that can be applied to other legislative bodies regardless of the political makeup.

**Opening Remarks:**

Rick Zbur, Executive Director, Equality California

**Video Welcome:**

U.S. Representative-Elect Katie Hill

**Moderator:**

Karamo Brown, Television Host, *Queer Eye*

**Speakers:**

- U.S. Representative Mark Takano
- Assemblymember Todd Gloria, California State Assembly
- Assemblymember Susan Talamantes Eggman, California State Assembly
- Assessor Jeffrey Prang, Los Angeles County

**🍷 Western States Welcome Happy Hour**

**5:00 PM — 7:00 PM** | **1331 Bar & Lounge**  
JW Marriott Washington DC

*Hosted by Equality California*

Mix, mingle and network with fellow conference attendees from throughout the Western United States before heading to an evening reception or a night out on the town.

**🍷 Bohnett Leaders Fellowship Reception**

**5:30 PM — 7:30 PM** | *Invite only*

**🍷 🌐 International Reception**

**5:30 PM — 7:30 PM** | **Pitchers**  
2317 18th St NW, Washington, DC

*Sponsored by Welsh Government*

**🍷 Young Leaders Reception**

**5:30 PM — 7:30 PM** | **Pitchers**  
2317 18th St NW, Washington, DC

*Sponsored by Google*

**🍷 Women Out to Win Reception**

**7:00 PM — 10:00 PM** | **National Restaurant Association**  
2055 L St NW, Suite #700

*Presented by Olivia Travel*  
*Sponsored by Daily Kos, Facebook, and AT&T*

2018 is the new “Year of the Woman.” Women and LGBTQ candidates made history this year, successfully flipping control of Congress and state legislatures across the country. Join us as we salute these trailblazers, celebrate their leadership, and welcome them to Washington!

**🍷 Late Night Out with Victory**

**8:00 PM — Late night**

**Number Nine**  
1435 P St NW, Washington, DC 20005

**Pitchers/A League of Her Own**  
2317 18th St NW, Washington, DC 20009

**Trade**  
1410 14th St NW, First Floor, Washington, DC 20005

Join conference attendees at numerous LGBTQ bars throughout D.C. Whether you are in the mood for chatting, good music and drink specials, or for dancing, we have a place for you.

**Saturday, December 8, 2018**

**Breakfast Plenary: Year of the LGBTQ Woman**

**9:30 AM — 10:30 AM** | **Grand Ballroom**

LGBTQ women ran for office like never before this cycle and became the stars of the Rainbow Wave of LGBTQ candidates that stormed the nation. Why are women—and particularly LGBTQ women—resonating so strongly with voters at this moment? Why are LGBTQ women running in such large numbers right now? Hear from advocates and newly elected LGBTQ women as they reflect on this historic year.

**Moderator:**

Representative Leslie Herod, Colorado House of Representatives

**Speakers:**

- Senator-Elect Nickie Antonio, Ohio State Senate
- Representative-Elect Brianna Titone, Colorado House of Representatives
- Geri Prado, Senior Director, State and Local Campaigns, EMILY’s List
- JoDee Winterhof, Senior Vice President, Policy and Political Affairs, HRC

**Bohnett Leaders Fellowship Refresher**

**9:30 AM — 6:00 PM** | *Invite only*

**Breakout Session 3:**

**10:45 AM — 12:00 PM**

**The Continued Health Crisis: Tackling Rising Rates of HIV/Hep C in the LGBTQ Community**

**Salon D**

*Sponsored by PhRMA*

HIV and hepatitis C (HCV) continue to be major public health crises in the United States, especially for the LGBTQ community. According to the Centers for Disease Control and Prevention, in 2015 there were 1.2 million people living with HIV and about 25 percent are coinfecting with HCV. Scientific and medical advances have made living with and preventing HIV and HCV easier than ever. However, a number of policy barriers exist that prevent or discourage people from accessing this care. This session will look at those barriers and how policymakers and advocates can help increase awareness and utilization of innovative treatment and prevention therapies.

**Opening Remarks:**

Mayor Gabriel Quinto, El Cerrito, California

**Moderator:**

Representative Mary González, Texas House of Representatives

**Speakers:**

- Senator Pat Spearman, Nevada State Senate
- Boyan Konstantinov, Policy Specialist, United National Development Program
- Carl Schmid, Deputy Executive Director, The AIDS Institute

## On the Frontlines: LGBTQ Elected Officials in Low-Equality States

### Salon E

The challenges of being an openly LGBTQ elected official is even greater in states where few out leaders have historically served. Yet having one out person in office can transform legislative debates and humanize LGBTQ lives for other lawmakers. Hear from LGBTQ lawmakers, primarily from low-equality states, about the unique challenges and opportunities of being one of the few out officials, and how their presence impacts policies and cultural change.

#### Moderator:

Representative Brian Sims, Pennsylvania House of Representatives

#### Speakers:

- Senator-Elect Nickie Antonio, Ohio State Senate
- Representative Jason Elliott, South Carolina House of Representatives
- Senator-Elect Megan Hunt, Nebraska State Senate
- Former Representative Blake Oshiro, Hawaii House of Representatives

## Reaching Out: Corporations Supporting Equality Abroad

### Salon F

Ninety-one percent of Fortune 500 companies include sexual orientation in their non-discrimination policies and 83% include gender identity. While corporations strive to lead on equality, challenges arise in enforcing internal and external pro-LGBTQ policies in countries or regions hostile to equality. Join a panel of corporate representatives and advocates as they discuss their strategies for championing equality in conservative countries.

#### Moderator:

Fabrice Houdart, Human Rights Officer, United Nations

#### Speakers:

- Ross LaJeunesse, Global Head of International Relations, Google
- Thomas J. Maloney, Senior Director, Government and Public Affairs, Marriott International
- Erin Uritus, CEO, Out & Equal Workplace Advocates

## Lunch Plenary

12:15 PM — 2:00 PM | Grand Ballroom

## Broadening the Equality Agenda: Millennials in Office

12:15 PM — 1:15 PM | Grand Ballroom

For decades, LGBTQ elected officials pushed for marriage equality, non-discrimination protections and hate crimes legislation. With at least part of that agenda fulfilled for now, millennial LGBTQ elected officials are expanding the scope of what is an equality issue and are fighting for issues too long ignored. In this plenary, LGBTQ elected millennials will discuss their priority issues—whether conversion therapy bans or treatment of trans prisoners—and how they believe a broader equality agenda can be achieved.

#### Moderator:

Jennifer Bendery, Senior Politics Reporter, *HuffPost*

#### Speakers:

- Representative Park Cannon, Georgia House of Representatives
- Member to the Legislative Assembly of Alberta Michael Connolly, Canada
- Representative Daniel Hernandez, Arizona House of Representatives
- Representative Mary González, Texas House of Representatives
- Representative Carlos Guillermo Smith, Florida House of Representatives

## Returning the Favor: Fighting for Those Who Sparked the Fight

1:15 PM — 2:00 PM | Grand Ballroom

*Sponsored by AARP*

The number of LGBTQ seniors is growing, but with few exceptions, states and cities have failed to address the needs of our aging community. Stories abound about LGBTQ people returning to the closet when moving to senior living communities. Others struggle to find caregivers who are culturally competent in LGBTQ health. Hear from advocates about the unique challenges that face older adults who are LGBTQ, and from LGBTQ elected officials about the policies and legislation they are pushing to protect this community.

#### Moderator:

Diego Sanchez, Director of Advocacy, Policy and Partnerships, Parents, Families and Friends of Lesbians and Gays (PFLAG)

#### Speakers:

- Speaker of the New York City Council Corey Johnson
- Councilmember Lisa Middleton, Palm Springs, CA
- Dr. Nii-Quartelai Quartey, Senior Advisor & National LGBT Liaison, AARP
- Aaron Tax, Director of Advocacy, SAGE
- Dr. Imani Woody, President and CEO, Mary's House for Older Adults

## Breakout Session 4:

2:15 PM — 3:45 PM

## Fired Up for 2020: A Primer on Running for Office

### Salon D

*Sponsored by State Farm*

More than 600 LGBTQ candidates ran for office in 2018 and more than 400 appeared on the ballot—a historic number. As 2020 approaches, are you considering a run for office to be part of the next rainbow wave? Or do you want to help elect our next LGBTQ Congressman or governor? Come hear from political training experts and elected officials on what it takes to prepare for 2020—either as a candidate or a campaign staffer.

**Moderator:**

Joe Fuld, Founder, The Campaign Workshop

**Speakers:**

- Councilmember LaWana Mayfield, Charlotte, North Carolina
- Commissioner James Chang, Berkeley Rent Stabilization Board, California
- Shay Franco-Clausen, Director, Santa Clara Open Space Authority
- Kristin Seale, Director, Rose Tree Media School Board, Pennsylvania
- Muthoni Wambu Kraal, Vice President, National Outreach and Training, Emily's List

**The Kids Are Alright?**

**Salon E**

LGBTQ youth are almost five times as likely to have attempted suicide compared to heterosexual youth—and the challenges they face persist. While LGBTQ elected officials are leading the fight to end “conversion therapy,” the horrific practice is banned in just fourteen states and the District of Columbia. Meanwhile Betsy DeVos’s Department of Education has backed away from protections for LGBTQ students, including trans students ability to use the bathroom. What can we do to make life easier for our LGBTQ youth? Hear from a range of policy experts and elected officials on what they are doing at the local, state and national level to protect and support young LGBTQ people.

**Moderator:**

Isaiah R. Wilson, Director of External Affairs, National Black Justice Coalition

**Speakers:**

- Assemblymember JoCasta Zamarripa, Wisconsin State Assembly
- Mayor John Bauters, Emeryville, California
- School Board Member Tyler Titus, Erie School District, Pennsylvania
- Raffi Freedman-Gurspan, Director of External Relations, National Center for Transgender Equality Action Fund

**Inside and Out: Race & Criminal Justice Reform**

**Salon F**

Communities of color, which include millions of LGBTQ Americans, are disproportionately impacted by the U.S. criminal justice system. From unfair sentencing and arrest practices to ensuring basic civil liberties, out elected officials are leading the conversation on how to make our society more just and fair. In this session, openly LGBTQ elected officials and leading experts will discuss the solutions they have to reform America’s criminal justice system.

**Moderator:**

Preston Mitchum, Senior Legal and International Policy Analyst, Advocates for Youth

**Speakers:**

- Former Representative David Richardson, Florida House of Representatives
- Sheriff Mitzi Johanknecht, King County, Seattle, Washington
- Maritza Perez, Senior Policy Analyst, Center for American Progress

 **Closing Celebration**

**6:00 PM — 8:30 PM | Penn Avenue Terrace**  
JW Marriott Washington DC

Join us as we celebrate the closing of the 2018 International LGBTQ Leaders Conference and prepare for the Rainbow Wave to take effect in 2019!

**Key:**



**International Track Sessions**



**Social Event**



**OUT-OF-PROVINCE/OUT OF COUNTRY CONFERENCES AND WORKSHOPS**

**Part A – Conference Information (approval MUST be obtained prior to attendance)**

Date: September 12, 2019

Employee Number [REDACTED]	Work Phone <b>416-395-8787</b>	Home Phone [REDACTED]
Name of Applicant <b>Chris Moise</b>		Position <b>Trustee</b>
Home Address <b>5050 Yonge St</b>		City <b>Toronto</b> Postal Code <b>M2M 5N8</b>
School/Department Name <b>Trustee Services</b>		Method of Travel <b>Air</b>
Name & Purpose of Conference – <b>International LGBTQ Leaders Conference 2019</b>		
Location of Conference <b>Washington, D.C.</b>		Dates of Conference <b>November 14-16, 2019</b>

**The cost should be charged to GL (check one) and Cost Centre:**

31500 – Prof Dev – Academic & Supervisory Officer  1. Cost Centre # \_\_\_\_\_

31700 – Prof Dev – All other Staff  2. Cost Centre # [REDACTED]

**Estimated Expenses:**

	US\$	CDN\$ (Canadian Equivalent)
• Registration	\$ 325.00	\$ 429.00
• Transportation (other than airfare)	\$ 100.00	\$ 132.00
• Accommodation <u>5</u> Days	\$ 895.00	\$ 1181.40
• Meals (receipts must be provided)		
o Breakfast \$10 x # days	\$ 50.00	\$ 66.00
o Lunch \$20 x # days	\$ 120.00	\$ 158.40
o Dinner \$30 x # days	\$ 150.00	\$ 198.00
Other _____		
• Airfare (to be arranged by the Director's Office)		\$ 415.00
<b>Total Estimated Cost CDN\$</b>		<b>\$ 2579.80</b>

(Estimated Conversion Rate = 1.32)

**Conference approved by:**

_____ Principal/Manager Signature	_____ Print Name
_____ Supervisor/Supervisory Officer Signature	_____ Print Name
_____ Funding Source Confirmed (Comptroller/Designate Signature)	_____ Print Name
_____ Associate Director Signature (as appropriate)	_____ Print Name
_____ Director's Signature	

**Note:**  
Approved expenses include registration, transportation, accommodation, meals and other reasonable expenses depending upon the location of the conference, but only when these expenses are **not** part of the conference fee.  
The maximum meal expenditure per day shall be provided up to \$60, capped at the amounts indicated.  
**The maximum amount is inclusive of taxes and gratuity. Gratuity amounts are capped at 15% of pre-tax amounts.**  
**A copy of the conference brochure must be attached.**

**For Participant Information:**  
Reimbursement is limited to the amount of PD Funds available on

**Part B – To Be Completed and Approved Upon Returning From Conference**

**Actual Expenses Claimed (original receipts MUST be attached for all expenses being claimed):**

	US\$	CDN\$ (Canadian Equivalent)	
<b><u>This section is for Principal/Vice-Principal use ONLY</u></b>			
• PD Funds Available			\$ _____
• Subtract Cost of Airfare Arranged Through Director's Office (attach email received from Avenue Travel)			\$ _____
• Balance of PD Funds Available			\$ _____
• Registration	\$ _____	\$ _____	
• Transportation (other than airfare)	_____	_____	
• Accommodation _____ Days	_____	_____	
• Meals (see attached receipts – use table below to calculate).			
o Breakfast \$10 x # days	\$ _____	\$ _____	
o Lunch \$20 x # days	\$ _____	\$ _____	
o Dinner \$30 x # days	\$ _____	\$ _____	
• Other _____	_____	\$ _____	
		(Conversion Rate = _____)	
		Total Expenses Claimed CDN	\$ _____
• Balance of PD Funds Remaining			\$ _____

**Note:**

Complete this portion after completion of conference/workshop.

**All expenses being claimed must be supported by original, detailed receipts (Visa or debit slips are not acceptable).** Mileage reimbursement is limited to the maximum of the economy airfare. The maximum meal reimbursement per day shall be provided up to \$60, capped at the amounts indicated.

**The maximum amount is inclusive of taxes and gratuity. Gratuity amounts are capped at 15% of pre-tax amounts.**

The table below has been provided to assist in the calculation of eligible meal expenses. Please complete, indicating the date(s) and the amounts claimed for each meal type. Please be reminded that the maximum is inclusive of taxes and gratuities (limited to a maximum of 15%). ALCOHOL IS NOT ELIGIBLE FOR REIMBURSEMENT. Attach a separate sheet if more space is required. Original detailed receipts must be attached.

DATE	Breakfast (max \$10)	Lunch (max \$20)	Dinner (max \$30)	Total (not to exceed \$60)
<b>Total</b>				

**I have read the TDSB's PR.582 Expenditure Guidelines and confirm that I am in compliance.**

\_\_\_\_\_  
Signature of Conference Participant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Approvals**

\_\_\_\_\_  
Principal/Manager Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Supervisory Officer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Verified by Comptroller of Finance/Designate

**For Accounting Use Only:**

Amount of PD Funds Available: \_\_\_\_\_

**Forward completed form to:  
Accounts Payable, 5050 Yonge St., Route NE**