



## RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

<b>POLICY NAME:</b> Employee Attendance at Conferences and Conventions Policy	<b>POLICY NUMBER:</b> GEN-28B
<b>POLICY MANUAL SECTION:</b> General Policies	<b>RESOLUTION NUMBER:</b> 112-2017
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### EMPLOYEE ATTENDANCE AT CONFERENCES AND CONVENTIONS POLICY

#### Purpose

The purpose of the Policy on Employee Attendance at Conferences and Conventions is to clarify the approval of attendance at conferences and conventions, excluding festivals, events and celebrations, where an Employee is requesting to attend as a representative of the Municipality, which is to be authorized by the CAO.

#### Policy:     **Required Procedure – Conference and Convention Budget**

Administration is to prepare for information to the CAO an accurate summary budget as supporting documentation for the CAO to consider when determining to authorize Employee(s) attendance at an upcoming conference or convention. This budget will serve as useful information for the CAO to consider in his/her deliberation and decision to; approve attendance, limit the attendance or to not approve the attendance of Employee(s). This budget must include as applicable, the following estimated cost information including non-recoverable taxes as a budget for an individual Employee to attend:

Estimated expenses related to the conference or convention to be incurred by the Employee to attend as Municipal Business by representing the Municipality:

- Conference or convention registration fees and
- Conference or convention dinner and/or event tickets
- Hotel accommodations
- Meals and incidentals
- Airfare
- Taxi fare
- Mileage
- Parking
- Other