

Township of Brock Corporate Policy



Policy Name:	Conference, Convention and Seminar Attendance
Policy Type:	Administration & Personnel
Policy Number:	AP38
Reference:	
Date Approved:	June 27, 2022
Date Revised:	Revised August 12, 2024
Approval By:	Council
Point of Contact:	CAO

Purpose:

To encourage and support employee and Members of Council commitment to continuous learning and professional development.

To define expenses allowed when attending conferences, conventions and seminars.

To outline the approval procedures and responsibilities of employees and Members of Council.

1. Policy

- 1.01 The Township of Brock supports and values continuous learning and professional development of both their employees and Members of Council. The Township also recognizes the benefits which accrue from attending professional activities and training programs that can serve to raise performance levels and morale within the Corporation.

- 1.02 This policy shall apply to the following:
 - Regular full-time employees
 - Regular part-time employees and Members of Council

2. Procedure

- 2.01 Employees or Members of Council who wish to attend a conference, convention and/or seminar shall complete the Conference, Convention and Seminar Attendance request form. The following is the Conference, Convention and Seminar Attendance request form approval hierarchy:
- Mayor's Conference, Convention and Seminar Attendance request form is approved by the CAO.
 - Councillors Conference, Convention and Seminar Attendance request form is approved by the Mayor.
 - CAO's Conference, Convention and Seminar Attendance request form is approved by the Mayor.
 - Employee's Conference, Convention and Seminar Attendance request form is approved by their manager and director.
- 2.0 Employee requests require director level final approval. The manager/supervisor will consider the request and submit his/her recommendations to the director. Consideration will be given to the department's available budget and operational needs.
- 2.1 The manager or Mayor will respond to the request in writing no later than ten (10) working days from receipt of the request.
- 2.2 Expenses incurred are to be submitted within 10 business days after the event, unless extenuating circumstances do not allow this.
- 2.3 In cases where registration has not been pre-paid by the Township, reimbursement for registration costs will be paid out upon receipt of proof of payment.
- 2.4 Companion programs, meals/beverages and programs that propose a fee for companion travelers, will not be covered by the Township. Which includes room bump ups based on double occupancy as well.

3. Meals

- 3.0 Employees and Members of Council who are authorized to attend a conference, convention or seminar will be reimbursed for meals that are *not included* in the registration fee (*or for those meals missed by Members of Council due to networking*), up to the maximum amounts in the chart below. Meals for others who are travelling with or meeting with the employee will not be covered. Please note: there will be no reimbursement for alcoholic beverages and tips will be reimbursed for meals only at a rate of up to 15%.
- Breakfast – Max \$20.00
 - Lunch – Max \$25.00
 - Dinner – Max \$35.00
- 3.1 Receipts for meals are required for full re-imbusement and must include; the date, name of the establishment, number of persons in the party and what was ordered (INTERAC or credit card slips do not constitute a full receipt).
- 3.2 There shall be no reimbursement for alcoholic beverages or other miscellaneous expenses.
- 3.3 The receipt shall be accompanied by an Accounts Payable Expense Voucher.

4. Accommodation

- 4.0 Overnight stays should be avoided unless the travel distance is so great that it is not reasonable to drive in the morning or multiple days are involved where travel to and from is not feasible.
- 4.1 When conferences, conventions or seminars are conducted in a specific hotel, overnight accommodations should be made at the same establishment (generally, group rates are economical, and after-hours networking is enhanced).
- 4.2 Employees or Members of Council are not expected to share overnight accommodations but may at their discretion.
- 4.3 If possible, overnight accommodations should be billed directly to the Township. Where this is not possible, employees or Members of Council are expected to pay for

their accommodation and then request reimbursement from the Township.

Reputable, but economical accommodations should be selected.

- 4.4 In all cases, standard rooms are to be selected. Accommodation upgrades and optional expenses will not be covered unless the standard room is not available. Proof of standard rooms being unavailable shall be provided.
- 4.5 If a deposit or pre-payment of accommodations is required, and the hotel will not bill the Township, and the employee or Member of Council does not wish to use his/her own credit card, the employee or Member of Council may request a cash advance from the Township up to \$500 or the hotel room rate, whichever is less, for the duration of the conference. Requests will be rounded up to the nearest hundred (i.e. if the hotel costs \$125/night for three nights, the employee can request up to \$400).

The employee or Member of Council will need to request the funds through an accounts payable expense voucher with appropriate back-up. (I.e. hotel e-mail or print screen of cost of hotel).

5. Travel

- 5.0 Travel expenses to attend authorized conferences, conventions or seminars will be paid at the rate prescribed in the Township Mileage reimbursement policy. Note: attendance at Union conferences, seminars and conventions will follow the respective Collective Agreement.
- 5.1 Travel expenses for train, Go-Train, plane and/or taxi fares require a receipt for reimbursement. Consideration should be given to use the most economical means of travel with due regard to convenience and time constraints. Preference should be given to any travel that has been discounted by the event organizer if it is the cheapest option.
- 5.2 If travel expenses are paid to take your own vehicle to the location, then no other means of travel will be reimbursed.

- 5.3 Mileage travelled in the conduct of routine business should be reported in accordance with the Township Mileage reimbursement policy; these are to be submitted promptly on a monthly basis. Failure to submit on a monthly basis may result in non-reimbursement.
- 5.4 When several Township employees or Members of Council are required to attend the same meeting, wherever possible, they should travel together to avoid unnecessary travel costs; furthermore, if one of these employees or Members of Council has a Township vehicle, the Township vehicle should be used instead of a personal vehicle(s).
- 5.5 Use of Toll Highways (i.e. 407 & 412) shall be submitted on an Accounts Payable Expense Voucher for reimbursement. The use of toll highways requires preapproval in accordance with section 4.5 of the Mileage Reimbursement policy and should be limited to occasions where the use of other highways is impractical due to alternative routes being closed or heavy traffic volume, such as during rush hour along Highway 401.

6. Overtime

- 6.0 Overtime will not be paid for travel time to attend a conference, convention or seminar.

7. Submitting Receipts

- 7.0 Employees and Members of Council shall submit all receipts after the conference, convention or seminar. If the total cost was less than the cash advance provided by the Township, the employee or Member of Council shall be responsible to pay back the Township immediately through payroll deduction with receipt submission.
- 7.1 Other sundry expenses such as parking and business telephone calls will be reimbursed at cost, provided receipts are provided.
- 7.2 Formal report for conferences should also be provided.

Conference, Convention and Seminar Attendance Request Form (Please

complete this form and submit to your Manager/Supervisor)

Date of request:	
Employee name:	
Name of conference, convention or seminar:	
Purpose:	
Is this related to your current work?:	<u>Yes</u> No
Date of event:	
Have you attended this event in the past:	<u>Yes</u> No
If yes, when?:	
Cost(s):	
Attendance/registration cost:	
Accommodation cost(s)	
Meal(s) (INCLUDED)	
How will you be getting to the Conference/convention/seminar?	Driving _____ Flying _____ Train _____ GO Train _____ Taxi _____ Bus _____ Other _____ Please state other:
Approximate travel cost(s):	\$
Manager's approval:	Sign:
Director's approval:	Sign:

