

SECTION: Finance		POLICY #: FIN-010
Date Approved: May 2, 2011		Conferences/Conventions Policy
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Authority: Report DCS-12-11; Report DCS-18-15		

COVERAGE

All Town Departments, Committee Members and Elected Officials

PURPOSE

The objective of this policy is to establish attendance, remuneration and reimbursable expenses parameters for Conference's for elected officials, committee members and staff of the Town of Hanover.

ATTENDANCE

1. The Mayor may attend any conference within the Province of Ontario which pertains to Municipal business, within approved annual budget.
2. Each Councillor may attend conferences annually within the Province of Ontario which pertains to Municipal business, within approved annual budget.
3. Staff may attend a conference for each area of responsibility to a maximum of two conferences in any one year within the Province of Ontario as approved by the respective Department Head and/or CAO. Staff may attend seminars and training as required and approved by the respective Department Head and/or CAO. Attendance at conferences, seminars and training must be within approved annual budget.
4. All expense forms submitted by employees, firefighters, or Board/Committee members will be approved by the department manager. All expense forms for members of Council and the Management Team will be approved for payment by the CAO, and CAO expense forms will be approved by the Mayor. All expense forms should be submitted within thirty (30) business days of return travel. The expense forms shall be accompanied by a report summarizing the content of the conference/seminar, relevance to the Corporation and value to the individual and department. Council may submit their reports verbally at a subsequent Council meeting. If an individual has expense forms outstanding, no future advances will be processed for that individual until all expense forms are submitted for approval.

REMUNERATION and EXPENSES

An Expense Report form is to be completed and receipts are required unless otherwise noted. Expense forms submitted for any given service shall be within the confines of the average normal charge in the area in which the service is purchased and the Town reserves the right to deny payment of unreasonable expense claims. Expenses incurred as a result of the attendance at a conference, seminars or training shall be reimbursed at the following rates.

1. Registration – Actual amount. (pre-payment by Town or receipt required).
2. Accommodations – Most economical and/or conference rate. (receipt required).
3. Transportation - Most economical fare.
4. Mileage – as per current rate all mileage incurred for travel to/from destinations, outside the boundaries of the Town of Hanover. Car pooling is encouraged.
5. Parking – Actual amount (receipt required).

6. Meal Allowance – as per current rates (see current year expense form) for all meals not covered within the Conference/Seminar registration, including meals during travel to or from the conference/seminar. (If you have meal expenses for less than the single day maximum, claim for the actual expenses, not the maximum. Itemized receipts are required for reimbursement.)
7. Per Diem – As per current per diem policy and applicable to Council members only. Individuals serving on County Council, Boards or related organizations and whom the Town has sanctioned, shall utilize the travel policy of such organization. If no travel policy exists, the individual shall utilize the Town's policy. However, the per diem may be claimed provided said organizations do not also pay it.
8. Telephone/Internet for Town of Hanover business – Actual amount (receipt required).
9. Conference Social Costs not covered in registration – (e.g. golf tournaments at a conference/seminar; tickets for social events etc.) will be covered to a maximum of \$100.00/conference/seminar, (pre-payment by Town or receipt required).
10. Damages – Charges for property damage (e.g., damages in a hotel room, etc.) caused by an individual or fines (e.g. speeding or parking tickets, etc.) incurred by an individual are the responsibility of the individual and will not be reimbursed by the Town.
11. Adverse Conditions – In the event an individual is prevented from returning to the municipality due to adverse conditions such as severe weather or road closures, the individual will be reimbursed for additional expenses incurred during this delay in accordance with the provisions of this policy. In the case of an employee who is unable to report for the start of his/her scheduled shift as a result of such a delay, the employee must immediately notify his/her supervisor in which case the employee will not suffer any loss of regular wages for the time missed. The employee must report for work as soon as possible after he/she returns to the municipality. In the case of a Council member, he or she may claim an appropriate per diem.
12. Entertainment – Entertainment charges incurred by members of Council or the Management Team for legitimate purposes will be allowed only if the expense is supported by a receipt, the parties that are being entertained are identified, and the specific items are not prohibited from reimbursement under other provisions in this policy.
13. Spousal Allowance – for council members only, not Staff
 - a) When a council member is accompanied by his/her spouse/partner, the Town will pay for the expense incurred for registration for the companion program; the difference between single and double occupancy for accommodation, if applicable; and meals as outlined in Clause 6, for one conference per year within approved annual budget.
 - b) When the Mayor is accompanied by his/her spouse/partner at meetings or conferences, the Town will pay the expenses incurred for the companion program; the difference between single and double occupancy for accommodation, if applicable; and meals as outlined in Clause 6 within approved annual budget.

EXCLUDED EXPENSES

1. Expenses incurred during stopovers for personal reasons.
2. Any loss of money or personal effects.
3. Non-attendance expenses (failure to attend the event registered for, or failure to cancel accommodations etc. in a timely manner resulting in expenses, unless caused by a work or family emergency).
4. Charges for liquor, in-room movies, or in-room snacks/refreshments for purchase and other expenses not included under Remuneration and Expenses above, will not be reimbursed.
5. If there is a municipal vehicle available and the individual wishes to take their own personal vehicle, only the reimbursement of gas will be paid, after the submission of receipts.