

Purpose

The purpose of this policy is to set forth adequate internal controls to:

- Provide adequate professional development of staff
- Conserve conference and seminar funds
- Make best use of conference and seminar funds
- Provide uniform treatment for all employees and officials
- Provide accountability for public funds

Policy

Decisions as to which conferences, workshops and seminars are authorized are generally made in the adoption of the budget. Conferences, workshops and seminars may not be specified, but any expenses involved must be within total budget appropriations.

The City Administrator must authorize attendance at any conference, workshop and/or seminar involving extra expense to the City in writing in advance. Expenses cannot be incurred without prior approval.

Conference, workshop and seminar attendance requires the following:

- Department Directors may attend out of state conferences, workshops or seminar with approval by the City Administrator in writing.
- Employees other than Directors, must have pre-approval to attend out of state workshops, seminars or conferences by their Department Director and the City Administrator.
- Staff, if specifically related to their technical area, may attend national (held within Minnesota), regional (held within Minnesota) state and local conferences, workshops and seminars with Department Director approval.

Authorization

Department Directors, within budgetary constraints, may approve conferences, workshops and seminars for employees. The employee must request the conference, workshop or seminar in writing for director approval. Department Directors must respond to the employee's request within 10 business days of the request.

Requests for approval must include the following:

- Conference or Seminar name
- Dates
- Destination
- Travel arrangements
- Itemized expenses
- Explanation of benefits to City

Guest

There is no objection to a spouse and/or other family member accompanying an employee or an official on a training trip, provided that their presence does not detract

from the performance of duty and an expense is not attributable to the City.

Reimbursement	Registration fees for pre-approved conferences, workshops or seminars will be paid at 100%. All meals, travel, lodging and employee wages will be reimbursed according to City policy (Travel <u>& Training</u> Expense —section 5.15), Runzheimer Meal-Lodging Cost Index and IRS regulations.
Summary Report	All employees that attend a conference, workshop or seminar must <u>may</u> provide a written report to their <u>ir immediate supervisor</u> Department Director within two weeks of attendance. The report must highlight the training, what sessions were attended, what was learned and applicable to the work place. Employees that fail to provide the necessary reporting will be prohibited from further conference, workshop and /or seminar attendance.
Budget Constraints	Conferences, workshops and seminars may be budgeted and later cancelled due to budget constraints and or emergency situations by the Department Director and or the City Administrator. Partial funding (i.e., wages, meals, travel, lodging, and registration) may be available for an employee to attend conferences, workshops and or seminars when funding cannot be provided within the budget. The employee must be willing to pay the remaining costs not funded and/or use vacation time for conference, workshop and or seminar attendance.
Resignation	Employees scheduled to attend or who have attended a conference, workshop or seminar and resigning within the next three months, must reimburse the City for all expenses.
Travel Expenses	See Section <u>4.576.30</u> for information regarding reimbursement for travel expenses.
Violations	Failure to comply with this policy will cause disciplinary action up to and including discharge.