



Corporate Policy Manual

Sub Topic: Professional Development Expenses

Policy No. CAO.1-02

Topic:

Employees Covered: Members of Council & Non-union Regular Full-time

Section: C.A.O.

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Policy Statement & Strategic Plan Linkages

The Town of Newmarket recognizes that its workforce is one of its largest assets and is therefore committed to investing in the necessary training and development of Members of Council and employees to enable corporate and strategic plan objectives to be met. Staff attendance at appropriate professional conferences for the purposes of training, development, networking and generally keeping abreast of issues and trends is therefore supported -- as are guidelines for consistency and accountability when traveling on municipal business. This position supports the "well equipped and managed" aims of the Town's Strategic Plan via sound governance, accountability and a focus on service excellence.

Purpose

The purpose of the Professional Development Expenses Policy is to provide Members of Council and employees with clear procedures regarding attendance, funding, reimbursement, and reporting on reasonable and necessary expenditures incurred while on official municipal business.

Definitions

Business Conference/Convention - Multiple-day events occurring in and out-of-town and potentially requiring travel and overnight stay, of a municipal government or professional nature directly related to the Member of Council's or employee's official position, designed to promote, train, educate and/or support professional development.

Seminar/Training Sessions – One-day events, occurring in and out-of-town, of a municipal government or professional nature directly related to the Member of Council's or employee's official position, designed to promote, train, educate and/or support professional development.

Procedures

Authorization to Attend

Staff attendance at conventions, conferences and seminars must be authorized by the appropriate CAO/Commissioner/Director/Manager before any commitment or payments are made.

Funding Sources

It is the CAO/Commissioner/Director/Manager's responsibility to plan for and include budget provision for staff attendance at business conventions and seminars in the appropriate business unit line account.

Convention Expense & Travel Reports

Each Member of Council or staff member shall submit to the Finance Department, within 30 days of the last scheduled day of the event, a Convention Expense Report ([Schedule 'B'](#) attached) and a Travel Report (mileage claims for personal vehicle use) if applicable ([Schedule 'C'](#) attached), including receipts for expenses incurred to attend one day seminars or training sessions. Corporate P-cards or VISA card purchases should be shown in the Advances Section of the Convention Expense Report.

Eligible Expenses – Conferences, Conventions & Training (overnight stays)

Members of Council and staff authorized to attend conferences, conventions and training shall be reimbursed as follows:

- (a) registration fees;
- (b) air transportation and transfers to and from airport – economy class air fare, reasonable taxi fares or mileage* at the current approved rate as per [HR.8-05 Mileage Policy](#), and airport parking fees;
- (c) personal automobile transportation – mileage* at the current approved rate as set in HR.8-05 Mileage Policy for out-of-town travel;
- (d) alternate transportation (ie., rail, bus, etc.) - not exceeding the cost of economy class air fare;
- (e) hotel accommodation¹, when not included in registration fees, and on-site transportation - standard room rate expenses and reasonable expenses such as hotel parking fees, transit, taxi or car rental;
- (f) meals, when not included in registration fees - per [Schedule 'A'](#) attached, inclusive of the day of departure and return.

¹ Employees should always request the government rate.

Eligible Expenses – Seminars/Training Sessions (one-day events)

Staff authorized to attend seminars shall be reimbursed on submission of itemized invoices or receipts, as follows:

- (a) registration fees;
- (b) personal automobile transportation – mileage* at the current approved rate as set in [HR.8-05 Mileage Policy](#) for in and out-of-town travel including the day of departure and return;
- (c) alternate transportation (ie., rail, bus, etc.) - reasonable expenses;
- (d) meals, when not included in registration fees – per [Schedule 'A'](#) attached, on submission of appropriate receipts.

*Where employees carpool to attend an event, the designated employee driver will be eligible to claim mileage at a special car pool rate of 1.25 times the usual per km rate.

NOTE: A monetary advance is not available for one-day seminars or training events.

Advances

Requests for monetary advance(s) per Schedule 'A' to cover business convention expenses must be received by the Finance Department a minimum of ten (10) working days prior to departure. Employees are advised that cash advances exceeding the [allowance set by the Department of Finance Canada from time to time](#), may be subject to personal income tax, unless expense receipts are submitted.

NOTE: A monetary advance is only available for multiple-day events.

General

In all cases, the CAO/Commissioner/Director/Manager shall exercise discretion in approving monetary advances and reimbursements for expense claims, including flat per diem meal rates for multiple-day events.

Eligibility of other than regular full-time employees under this policy is subject to the discretion of the CAO/Commissioner/Director/Manager.

Cross References

[Schedule 'A' – Meal Allowances](#)

[Schedule 'B' - Convention Expense Report](#)

[Schedule 'C' - Travel Report](#)

[Mileage Allowance, License & Auto Insurance Policy HR.8-05](#)

[Definition of Non-Union Employee Status HR.1-01](#)

[Department of Finance Canada](#)