

## Town of Greenville

### Conference and Training Attendance Policy

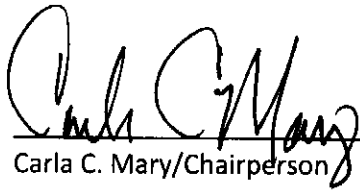
The Greenville Board of Selectmen acknowledge the value and importance of allowing employees and elected officials the ability to attend relevant conferences and trainings. These events offer professional growth opportunities through educational sessions, trade fares, and networking with colleagues, and provide forums where ideas, innovations, and contemporary local government issues are discussed.

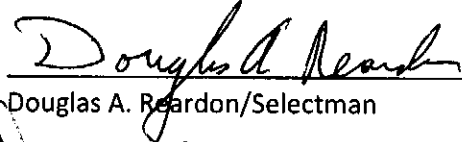
This policy is intended to encourage professional development through these opportunities while guarding against abuse and working within the constraints of the Town's financial resources. To that end:

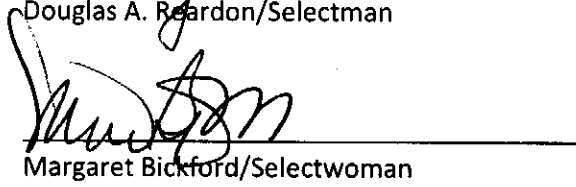
1. All work related conference, event, and training attendance must be undertaken to advance the knowledge and/or skill of the attendee's current or foreseeable job functions, or for the advancement of the Town of Greenville in general.
2. All conference, event, and training attendance must be accommodated within approved departmental budgets.
3. Single day conferences, events, and trainings which do not require an overnight stay and the total expenses of which will not exceed the Town's purchasing policy purchase order threshold will require approval of the Department Head only.
4. Multi day conferences, events, and trainings requiring an overnight stay, or for which the total expenses will exceed the Town's purchasing policy purchase order threshold, will require a purchase order to be submitted for the Selectmen's approval in advance of any expenditure. Such requests will generally only be approved for full time employees.
  - a. Purchase order submissions shall include all anticipated expenses associated with attendance, including but not limited to travel to/from, conference registration, lodging, meals, and other incidental expenses. Expenses which are undefined at the time of request shall be estimated.
  - b. Submission must include the event registration form and itinerary (if available).
  - c. Submission must indicate if an accounts payable check is requested for registration fees or other pre-attendance expenses.
5. Reimbursement requests shall include receipts for all reimbursable expenses, including lodging, travel, meals, and incidentals. Mileage for use of a personal vehicle shall be documented by trip.
6. Reimbursements shall be for Town-authorized attendees only. Requests for reimbursement of expenses for multiple attendees (i.e. one employee paying for a meal for two authorized attendees) shall include the names of the individuals for which the expense was incurred.
7. Costs incurred as a result of failure to attend without notice to the Selectmen's Office and and/or adherence to the necessary cancellation procedures as defined by the organizer/hotel/etc., shall be borne by the employee.

Adherence to the procedure and requirements set forth is essential. Employees/Elected Officials will not be compensated for expenses for which prior approval has not been granted by the Selectmen.

Adopted this day 27<sup>th</sup> of June, 2018

  
Carla C. Mary/Chairperson

  
Douglas A. Reardon/Selectman

  
Margaret Bickford/Selectwoman