

# Conference Policy

Created February 2015

Updated December 2021

## Scope

We seek to offer our staff rich and varied training opportunities so we can provide the best possible service to our community. This policy is designed to ensure transparency, accountability, and clarity in the process of granting paid leave time for conferences as well as for covering costs associated with those conferences. We will make every effort to extend opportunities to as many staff as possible.

## Policies

- Employees who would like to attend an in-person conference will submit a Town of Henrietta Conference Request Form that lists the conference details, cost of registration, transportation, and shared lodging to the director at least two months in advance of the conference. We do not offer funding for meals, per diem, or single rooms. Mileage estimates will include a printout of the route from Google Maps (or similar). Mileage will be reimbursed per the IRS mileage rate in place.
- Employees who would like to attend a virtual conference will submit a request to their supervisor that lists the conference details and cost of registration at least one month in advance of the conference.
- The director or their designee will determine whether each proposal can be granted on a case-by-case basis as funding allows and will alert the employee in writing as to her/his decision.
- The board president will review and approve conference request forms for the director.
- Approved conference request forms will be submitted to the bookkeeper to process per town policies and procedures.
- If the conference requires air travel or hotel accommodations, the library credit card must be used for airfare and booking. Please see the director for use of the card.
- Upon return to work from the conference, attendee must submit final receipts for hotels received at checkout as well as receipts for transportation to the bookkeeper.