

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	4.	Personnel
Subsection:	4.4	Conferences, Conventions, Seminars, Training Courses and Workshops
Paragraph:	4.4.1	Approval of Expenses

Statement of Policy: To provide a framework for the payment of expenses incurred with respect to attendance at conferences, conventions, seminars, training courses and workshops.

Expenses incurred by staff members with respect to attendance at conferences, conventions, seminars, training courses and workshops must be authorized in writing by the Chief Executive Officer.

Expenses so incurred by the Chief Executive Officer and Board members must be pre-authorized by the Board.

Effective Date:	November 15, 2010
Motion No. / Date:	10-56
Amended Dates:	November 15, 2010
Responsibility:	Board / C.E.O.