

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.

WOODSTOCK PUBLIC LIBRARY

Policy Manual

Section:	4.	Personnel
Subsection:	4.4	Expenses
Paragraph:	4.4.2	Mileage Allowance

Statement of Policy: To provide for payment of a mileage allowance for use of personal vehicles when on library business.

Effective January 1st, 1994 mileage allowance will be paid at the rate of \$0.402 per km.

The mileage rate will be adjusted in accordance with the rate paid to employees of the City of Woodstock.

Reference: City of Woodstock Policy Number HR003

Effective Date:	June 20, 1994
Motion No. / Date:	10-57
Amended Dates:	November 15, 2010
Responsibility:	C.E.O.