

## **CONFERENCE ATTENDANCE PROCEDURES AND GUIDELINES**

The Elmhurst Public Library supports staff development by budgeting funds to pay for employees' professional association memberships and attendance at workshops, meetings and professional conferences that are relevant to their job assignments. The following procedures and guidelines govern conference attendance:

### Permission to attend

If you wish to attend a professional conference, you must receive written permission in advance from your department head and the Library Director or Assistant Library Director. Fill out the Conference Attendance Request Form to indicate why you wish to attend, what days you will attend, and how and when you will travel there.

### Registration

After receiving the necessary approvals, you are responsible for completing your own registration form and submitting it to the Assistant Library Director for payment. If there is an "Early Bird" registration rate, obtain permission to attend early enough to register at that rate. Depending on the closing date for accounts payable, registration forms may need to be submitted a month or more in advance of the Early Bird registration deadline. When in doubt, check with the Administrative Assistant for the closing date.

### Compensation for time spent at conferences

Approved weekdays spent at conferences or in transit to/from conferences are paid as part of the normal work week. The Library expects professional staff to use their own time for conference attendance on weekends, and they may not take off a day during the week as compensatory time for this.

Full time staff may use vacation or personal days to extend their stay in the conference city, but they will be responsible for all expenses incurred on those days.

### Expenses

Staff should be familiar with the Library policy on conference attendance and travel (8.9.10). You are expected to be reasonably frugal in your selection of travel arrangements, hotels and restaurants. Consider the "Front Page Test" – how would your expenses look if they were published on the front page of the local newspaper?

Reserve a room, preferably at a conference hotel, well in advance. If at all possible, you are expected to share a room with a colleague to reduce costs. If you choose to spend additional time in the conference city, you will be responsible for that part of your hotel bill as well as all other expenses. In that case, determine how the hotel bill will be divided by consulting the Director or Assistant Director prior to the conference.

The conference policy lists the amounts that may be spent for meals without a receipt. You may spend more if you submit a receipt, but the total bill should be reasonable. One staff member may submit a single receipt for a meal shared with other staff members.

You need a receipt for all transportation, including cabs. Fill in the amount paid and the destination. You will not be reimbursed for cabs taken to restaurants or other personal activities outside the conference.

#### Reimbursement Requests

If you pay for an airline ticket, you may submit a Request for Payment form with your receipt or credit card statement at the time of purchase. All other expenses are reimbursed after the conference. Prepare a summary of charges for transportation, hotel, and meals either on the Request for Reimbursement form or on a separate sheet, and attach the necessary receipts. This should be done immediately following the conference to ensure prompt reimbursement. The Request for Reimbursement should be approved by the department head and the Assistant Library Director.

#### Sample reimbursement request:

Amount requested: \$624.00

Reason for Payment: Attendance at PLA Conference in Boston, March 22-25, 2006.

Transportation:	Cab to O'Hare 3/22: \$22.00	
	Shuttle to hotel 3/22: \$15.00	
	MBTA to Airport 3/25: \$2.00	
	Cab from O'Hare 3/25: \$22.00	Total: \$61.00 (receipts attached)
Hotel:	March 22-24 (Shared with Jane Smith)	\$410.00 (receipt attached)
Meals:		
3/22	lunch: \$8.50	
	dinner: \$45.00 (for self and Jane Smith) – receipt attached	
3/23	breakfast: \$5.50	
	lunch: \$10.50	
	dinner: \$20.00 [actually treated self to a very expensive dinner with friends, but only charged basic allowance to library]	
3/24	breakfast: \$7.00	
	lunch: \$9.00	
	dinner: \$25.00 – receipt attached	
3/25	breakfast: \$12.00 – receipt attached	
	lunch: \$10.50	

Meal total: \$153.00

#### Before you go:

Review the conference program with your department head and other staff registered for the conference to discuss which sessions you will attend. To the extent possible, someone should attend each program that would be of interest to the Library, such as programs about new services or technology trends.