

Subject	Office Procedure No. 8 – Reimbursement of Travel, Conference, Training, Education and Other Business Expenses
Summary	The accompanying Office Procedure No. 8 has been revised to conform with existing practices to encourage staff development, including job-related professional affiliations and education.
Recommendations	This is an informational item.
Financial Implications	None.
Options	Not applicable.
Attachments (See APC Packet dated 6/5/08)	A. Office Procedure No. 8 – Reimbursement of Travel, Conference, Training, Education and Other Business Expenses
Changes from Committee	<i>None</i>

Background

The Authority has a policy to encourage staff development to improve job performance, skills, knowledge and qualifications. Office Procedure No. 8 establishes the guidelines, procedures and other provisions applicable to this policy. Office Procedures are amended from time to time under the administrative discretion of the Executive Director. The attached procedure has been amended to more clearly specify existing provisions related to professional affiliations and education. Specifically, a dollar limit of \$500 has been set for job-related professional affiliations, and education reimbursement terms now require a written plan for the discretionary approval by the Executive Director.