

DISTRICT OF FORT ST. JAMES
POLICY AND PROCEDURE MANUAL

POLICY GROUP:	Personnel
POLICY No.:	4.4
SUBJECT:	TRAVEL PLANS – OUT OF TOWN EVENTS
ADOPTED:	April 6, 2004
REVISED:	July 18, 2007
ADMINISTERED BY:	Administration

Objective: To keep Council and Department Heads informed of employee travel plans.

Policy: All travel by staff for out of town events must be approved by the Department Head prior to the travel taking place.

Procedure:

1. An “Out of Town Event” is any course, seminar, workshop, symposium, meeting or other type of business on behalf of the District that requires the attendee to travel away from Fort St. James.
2. The employee shall give details of a planned event to the Department head for approval, and to Mayor and Council for information purposes. Department heads will submit their own travel plans to the CAO for approval.
3. The Department Head or CAO will approve or disapprove of travel plans in writing.
4. The Department Head or CAO will ensure that travel expenses fall within the budget allocated by Council in the Financial Plan, and will ensure that adequate staffing levels are maintained in the employee’s absence.