

**TOWN OF
KIRKLAND LAKE**

POLICY

SECTION:	SUBJECT: SEMINAR, CONVENTION REPORTS	Pg. 1 of 1
		DATE: September 15, 1981

Any elected or appointed official attending any seminar or convention or any other professional development activity, submit a written report on filling his expense report and that such report be distributed to the Mayor or Council.

Further, that any staff member requesting to attend a seminar or convention or any other professional development activity, submit a written report to his / her Department Head, who at their discretion will distribute it to the Mayor and Council.

Further, that if one or more persons attend the same conference, individual reports are required but only one report is required if one or more persons attend the same meeting.

Approved By:

Date: