

## Washtenaw County Community Mental Health

### Conference, Seminar, Webinar and Workshop - (policy)

#### PURPOSE

Support and encourage staff members to attend an educational conference, seminar, webinar, and workshop.. It is the intent of the Washtenaw County Community Mental Health (WCCMH) to increase the knowledge, skill, professional development opportunities, and to encourage the sharing of information with other staff.

#### POLICY

- It is the policy of WCCMH that staff are supported and encouraged to attend conferences, seminars, webinars or workshops which are related to their assigned duties or are required to maintain professional licenses or registrations.

#### DEFINITIONS

Conference, Seminar, Webinar and/or Workshop: An organized event whose purpose is to disseminate information. The conference, seminar, webinar or workshop may be one that is advertised and supported by WCCMH or may be one that has been identified by the individual.

Day Travel: A work related event/activity that does not require an overnight stay to attend.

Detailed Receipts: A company itemized receipt that lists a specific item ordered with the cost and the name and/or address of the company.

E-procurement Conference Request: A form that is completed as part of the Conference, Seminar, Webinar & Workshop procedure prior to any approval and arrangements being made.

Reimbursable Expense: Expenses that are permitted under the current Federal guidelines are subject for reimbursement. Expenses that are permitted for use of funds can include meals that are not included in the registration amount, travel, and any special accommodations that the individual requires to allow participation. Some non-allowable expenses can include but not limited to alcoholic beverages, parking fines, housekeeping or moving violations.

#### STANDARDS

- All Conferences, Seminars, Webinars and Workshops (and any reimbursements related to the event) must be pre-approved prior to any registrations and/or arrangements being made regardless of fees.
- The WCCMH will make this benefit available to all full-time employees.

- Approval to attend a conference, seminar, webinar or workshop must be pre-approved by following the Conference, Seminar, Webinar or Workshop and Seminars procedure regardless of fees..
- Approval of financial support to attend a conference, seminar, webinar or workshop will be based on:
  - 1) the ability of the staff to complete their assigned work and that it is not a detriment to the team or consumers being served that day;
  - 2) agency need for particular staff to attend;
  - 3) number of previously attended conferences, seminars, webinars and/or workshops by requesting employee;
  - 4) availability of funds within the conference budget
- Any expenses incurred during the conference, seminar, webinar or workshop that are not covered under the pre-approval process and the approved E-procurement Conference Request, must be submitted by the individual, with supporting detailed receipts, within ninety (90) calendar days after returning from the approved conference, seminar, webinar and/or workshop.
- WCCMH Conference Liaison will prepay as much of the expense as possible through the agency credit card.
- Any exceptions to any standard in this policy will need to be considered by the Executive Director, Director of Operations and/or Finance Director.  
Least expensive accommodations will be made for staff approved to attend conferences as follows:
  - **Transportation**
    - Reimbursement for mileage will be approved at the current IRS rate for round trip from assigned worksite to event location or airport.
    - Airfare for staff when travel by car is not reasonable
    - Ground transportation, which includes but not limited to: Ride Sharing and/or Ride Hailing, between airport and hotel/lodging location is prepaid when a service is available, otherwise staff must retain receipts and submit for reimbursement
    - All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must coordinate with the Conference Liaison with the understanding that transportation may not be paid in full.
    - Car rental will be prepaid by the Conference Liaison.
    - Staff may reserve and utilize a County vehicle in lieu of their personal vehicle when available.
  - **Hotel/Lodging**
    - Reservations are made by the Conference Liaison at a location recommended by the event literature or at the most centrally located overflow alternative available
    - All hotel/lodging reservations are based on the event dates. Staff that wish to travel outside of the event dates must coordinate with the Conference Liaison with the understanding that hotel/lodging may not be paid in full.
  - **Food/Miscellaneous**
    - Staff must collect all detailed receipts for pre-approved expenses and submit to Conference Liaison via the Business Expense

Reimbursement form within 90 calendar days of returning from the conference.

- Effective immediately, any meal costs incurred for day travel are not reimbursable.
- All reservations are based on the event dates. Staff that wish to travel outside of the event dates must coordinate with the Conference Liaison with the understanding that food/miscellaneous may not be paid in full.

## **REFERENCES**

- Washtenaw County Policy/Procedure: Conference, Seminar, Webinar and Workshop
- Washtenaw County Policy/Procedure: Travel
- WCCMH Business Expense Reimbursement Policy/Procedure

## **EXHIBITS**

(none)