



CITY OF CORNER BROOK

Policy Statement

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| Index | Finance and Administration | Section | Payments and Approvals | | |
| Title | Out of Province Travel | Policy Number (Index-Sector-No.) | 11-05-14 | Authority | Council |
| Approval Date: | 11 May 2015 | Effective Date | 11 May 2015 | Last revision date | |

Purpose:

To outline the conditions that applies for the approval of Out Of Province travel by employees of the City of Corner Brook.

Policy Statement:

The City of Corner Brook recognizes the need for employees to travel of out province for professional development and training purposes.

The City Manager will have the final approval on permitting Out of Province Travel that is contained within the approved annual budget. In approving Out of Province Travel, the City Manager will consider the cost, value of training and professional development, alternative options, and overall needs of the employee and organization.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

MAYOR



CITY CLERK