

Policy Title: Overseas/Interstate/Intrastate Conference Attendance (MRC Employees)

Policy Statement:

The purpose of this policy is to establish guidelines for MRC Employees attending conferences Overseas, Interstate, including outside and inside the Perth Metro Area.

Policy Procedure:

CONFERENCES INSIDE THE PERTH METROPOLITAN AREA

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred (including travel), will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Accommodation for Conferences inside the Perth Metropolitan area is not permitted.

CONFERENCE OUTSIDE THE PERTH METROPOLITAN AREA AND OVERSEAS

1. Conference attendance, including any dinners and functions that form part of the conference program, will be pre-purchased by the MRC. All other reasonable business expenses incurred, will be reimbursed at the discretion of the MRC on receipt of a tax invoice.
2. Economy Class airfares and accommodation will be provided and pre-purchased by the MRC.
3. Taxi vouchers, or reimbursement of taxi/ride share charges, is available to cover the travel to and from the airport, conference venue and hotel accommodation. Tax invoices must be submitted to the MRC.

Notes:

1. Any variation to the above procedures will require approval of the Chief Executive Officer, or the Chairperson if the variation results from the Chief Executive Officer attending a conference.
2. Conference attendance will be subject to the availability of funds in the Budget or by approval of Council.

Legislation	
Responsible Officer	Chief Executive Officer
Council Meeting Date	30 May 2024
Review History	27/10/2005, 22/04/2010, 05/09/2013, 04/09/2014, 20/08/2015, 01/09/2016; 14/9/2017; 14/08/2018, 13/09/2019, 18/06/2020, 12/08/2021; 19/08/2022; 21.09.2023
Next Review Date	01/05/2025
Delegation to the Chief Executive Officer	Nil
Review History	12/08/2021 – item 3 rate increase 19/08/2022 – reference to Director Corporate Services changed to Finance Manager 8.8.2023 Changes to clarify conferences inside/outside Perth Metro Area 14.05.2024 – no change