

Out of Province and Out of Country Travel

Reviewed Date		Number	<i>HR0803</i>
Revised Date	<i>May 21, 2008</i>	Approved Date	<i>June 7, 2000</i>

Introduction

The Board of Health recognizes that it may be necessary for staff to travel to locations outside of the province or country on business. This is usually associated with conferences, both national and international, or activities associated with program development.

Purpose

The purpose of this policy is to inform Simcoe Muskoka District Health Unit Board of Health members, and employees of the process for submitting a request for out of province and out of country travel.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

The Board of Health delegates approval of travel out of the province and out of the country to the Medical Officer of Health. Out of country conferences or program development sessions attended by the Medical Officer of Health must be approved by the Board of Health.

Procedures

1. Any conferences or program development requiring travel out of the province or out of the country will be reviewed by the appropriate Service Director and submitted to the Medical Officer of Health.
2. The Medical Officer of Health will confirm that the attendance is of benefit to the health unit and that the costs can be covered within the approved budget of the health unit. The request will then be reviewed for approval.
 - a) If approved, a copy of the approval will be forwarded to the respective Service Director and to Finance Administrators Corporate Service for filing with the final expense claim.
 - b) If denied, the respective Service Director will be provided with the rationale.
3. The Board of Health will be informed of any approved conferences or program development sessions that the Medical Officer of Health considers to be of interest to the Board.

Related Policies

FI0101 Travel Reimbursement

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

Revised: May 21, 2008

Revised: September 22, 2004

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