

## **Out of Province and Out of Country Travel**

<b>Reviewed Date</b>		<b>Number</b>	<i>HR0803</i>
<b>Revised Date</b>	<i>October 12, 2022</i>	<b>Approved Date</b>	<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 who in turn delegates approvals to the applicable Vice President. 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 department Vice President.
2. The Vice President will confirm that the attendance is of benefit to the health unit and that the costs can be covered within the approved department budget. The request will then be reviewed for approval.
  - a) If approved, a copy of the approval will be forwarded to Finance for filing with the final expense claim.
  - b) If denied, the respective Vice President will provide the requestor with the rationale.

### **Related Policies**

FI0101 Travel Reimbursement

***Related Forms***

N/A

***Final Approval Signature:*** \_\_\_\_\_

Review/Revision History:

Revised: May 21, 2008

Revised: September 22, 2004

September 2010 Policy re-numbered, previous number B4.091

October 12, 2022, Update