

**The Workforce Connection, Inc.**

**Policy Title:** Costs Associated with Meetings and Conferences

**Reference Number:** 2016-100-04

**Issued:** 11/01/12

**Effective:** 11/01/12

**Status:** Active

**Modifications:** 05/01/2017  
Name Change

**Purpose/Introduction:**

The purpose of the Costs Associated with Meetings and Conferences Policy is to establish policies and procedures governing purchases related to meetings and conferences of The Workforce Connection Board members, staff, and partners / stakeholders when costs will be paid from Workforce Board grant funds.

**References:**

**Background:**

**Responsible Party:**

**AUTHORITY AND RESPONSIBILITY**

- a. Executive Director has the authority to approve costs associated with meetings and conferences.
- b. The Executive Director is responsible for managing the budget for such costs.

**Definitions:** None

**Policy:**

- Costs of meetings and conferences, the primary purpose of which is the dissemination of technical information, are allowable.
- This includes costs of meals, transportation, rental of facilities, speakers, fees, and other items incidental to such meetings or conferences. (See *General Travel Policy* for more specific information on arrangements, etc.)
- The purchase of food and refreshments for meetings facilitated and coordinated by staff and members associated with The Workforce Connection Board and associated grant programs will be limited to the following:
  - The purpose of the meeting must be related to Workforce Board business activities.
  - The majority of meeting attendees are Workforce Board members and/or stakeholders volunteering time to participate in the meeting / activity; not staff members paid by grant funds.
- Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs are unallowable.
- Under no circumstances will grant funds be used for social gatherings (i.e. Holiday parties, retirement gatherings, etc.). This applies to WIB staff functions, Board member functions, and/or contracted program service provider functions.
- Fiscal prudence is expected. Public funds will not be used for any unnecessary or non-essential costs.

**Action Required:** This information should be disseminated to TWC Board members and staff.

**Inquiries:** Questions regarding any aspect of this policy should be directed to The Workforce Connection Executive Director.

**Effective Date:** November 01, 2012