



Type of policy: Operations	Approved by: Executive
Date approved: September 16, 2013	Next Review date: Sept. 2024
Amendment dates: Sept. 16, 2021	

Reimbursement for College Travel Expenses

Purpose

The purpose of this policy is to establish appropriate reimbursement of College-related travel expenses incurred by staff and/or Council members when traveling to workshops or conferences.

Relevant Legislation

[CRPO by-laws](#)

Context

This policy applies whether the meeting or conference sponsor, or other individual, has requested CRPO's attendance and has offered to cover the travel expenses.

Scope

This policy applies to CRPO staff and elected or appointed members of Council.

Policy

Except in rare circumstances, and with Executive Committee approval, CRPO will fund its own travel to meetings and conferences.