

Chester Public Utility District

Manual of Policies

POLICY TITLE: Training, Education and Conferences

POLICY NUMBER: 4090

4090.10 It is the policy of the Chester Public Utility District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

4090.20 District administrative staff shall be made available to assist in making arrangements for per diem, travel, lodging and registration for Directors attending state and national seminars, workshops and conferences. All expenses shall be reported to the District by Directors, together with validated receipts.

4090.30 Attendance by Directors of seminars, workshops and conferences shall be approved by the Board Chairman prior to incurring any reimbursable costs.

4090.40 Upon returning from seminars, workshops, or conferences where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.