

***CONFERENCE & TRAVEL POLICY FOR THE
VILLAGE OF CROTON-ON-HUDSON***

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Section 1 Purpose and scope.

- (a) General Municipal Law §77-b authorizes attendance at conferences, seminars and trainings by officers and employees of a municipality.
- (b) General Municipal Law §72-g authorizes attendance at conferences, seminars and trainings by members of a volunteer fire department.
- (c) The Village of Croton-on-Hudson Board of Trustees has authorized the Village Manager to approve attendance at these conferences, seminars and trainings.
- (d) This policy shall apply to all employees, officers and volunteers of the various departments, boards, commissions and committees of the Village of Croton-on-Hudson.

Section 2 Attendance at in-state conferences.

- (a) Attendance at any conference, seminar or training that is being held virtually or within the State of New York shall be approved by the individual's department head, provided the total cost of attendance (including registration, lodging and transportation) is less than \$500.
- (b) Attendance at any conference, seminar or training that is being held virtually or within the State of New York that has a total cost in excess of \$500 shall be approved by the Village Manager.

Section 3 Attendance at out-of-state conferences.

- (a) Any conference, seminar or training that is being held at a location out-of-state regardless of cost shall be approved by the Village Manager.

Section 4 Trainings for volunteer firefighters.

- (a) Attendance at any conference, seminar or other training for members of the Croton-on-Hudson Volunteer Fire Department that is held within Westchester County shall be approved by the Fire Chief.
- (b) Attendance at any conference, seminar or other training for members of the Croton-on-Hudson Volunteer Fire Department that is held outside Westchester County, but within the State of New York, shall be approved by the Board of Trustees.
- (c) Attendance at any conference, seminar or other training for members of the Croton-on-Hudson Volunteer Fire Department that is held at a location out-of-state shall be approved by the Board of Trustees. The Fire Chief shall provide justification that the training course or school of instruction is necessary and in the public interest and is not available within a reasonable distance and time period in the state.
- (d) The Village shall cover the registration fee for any conference, seminar or training up to and including \$50 per firefighter, as well as the actual expenses of travel, meals, lodging and tuition incurred for any conference, seminar or training.

Section 5 Reimbursements

- (a) Transportation: Employees should use the most cost effective and practical mode of transportation for official travel. Air travel may be considered for trips over 200 miles one way from Croton-on-Hudson. Flight arrangements shall be made at coach/economy flight pricing and shall be made as far in advance as possible to take advantage of discounts. In determining the lowest and most practical fare, the traveler should not only consider non-stop flights, but also flights with one connection. Travelers should purchase non-refundable tickets unless another option is more cost effective.
- (b) Lodging: If an employee is required to lodge while traveling, the Village shall cover only the employee's cost of lodging and shall not extend to any family members or other travel companions. Hotel reimbursement will be for no more than the night before through the last night of the event. Hotel accommodations should be both reasonable and practical. When booking

- an accommodation, where available, an employee should take advantage of special event lodging rate unless another option is more cost effective.
- (c) Meals: Individual employees may claim meal expenses through the actual cost of their meals for breakfast, lunch, and dinner (substantiated with original receipts), not to exceed the amount set forth on October 1st in the Meals and Incidentals Breakdown, Westchester County, [Per Diem Rates of the US General Services Administration](#). Employees are not entitled to a meal reimbursement if a conference or event provides a meal, or where meals are provided complimentary as part of hotel accommodations. Any meal expense in excess of the limits stated in this policy will be borne by the employee.

Last Updated: December 4, 2023