

## **(K) Attendances at Conferences, etc.**

1. Representation of the Council by Members at Conference, Seminars and Exhibitions away from the Isle of Man is to be approved in advance of booking by the relevant Committee and the Council within the budget provision.
2. The appropriate Committee may appoint representatives to any Conference, Seminar or Exhibition on the recommendation of a Chief Officer contained in a written report detailing the anticipated benefits of representation, including how it will help the work of the Committee or Member, and/or the priorities of the Council and the Corporate Plan.
3. The appointment by the Committee of one Member and one Officer shall be a delegated authority and subject to there being budgetary provision available, shall not require further approval by the Council.
4. Representation will be by the Chairman or one other Member of the Committee, accompanied by one Officer. Any variation will only be in exceptional or special circumstances, and subject to budgetary provision and to approval by the Committee and the Council.
5. The reasonable expenses of Members and Officers representing the Council at such events will be met by the Council, either through use of the Council's corporate credit card or by reimbursement after the event. These will be limited to:
  - Attendance fees (booked in advance by the appropriate Department);
  - Flights/ferry fares (booked in advance by the appropriate Department);
  - Train/taxi fares from destination air or sea port to accommodation and return;
  - Parking at Isle of Man Airport;
  - Hotel accommodation on bed and breakfast basis, within or as close as possible to the event venue (limited to one night in case of attendance at an Exhibition and to one night per business day in case of Conferences, except in exceptional circumstances approved by the Council). Cost of accommodation to be paid in advance by the Council wherever possible;
  - Meals taken while away from the Isle of Man – lunch and evening meal to a maximum total of £14.25\* for lunch and £27.50\* for an evening meal per day;
  - Alcoholic drinks (to a reasonable level) with evening meal;
  - A maximum of £3.25\* per day for incidental expenses (payable only where an overnight stay is involved, and which may include such items as one telephone call home, a newspaper and a late evening beverage).

The following are specifically **excluded** from payment as expenses:

- Alcoholic drinks other than as above;
- Newspapers, magazines and books;
- Telephone calls;
- Hotel charges other than basic bed and breakfast accommodation.

6. Other than expenses paid directly by the Council through credit card or other means, out-of-pocket expenses as above will be borne by the Member or Officer and reimbursed by the Director of Finance on completion of the appropriate form and production of tickets or receipts.
7. Members representing the Council at events in the U.K. are entitled to claim Member's attendance Allowance (maximum three four-hour sessions per day) for such attendance.
8. Members and Officers attending events in the U.K. as representatives of the Council must circulate a Briefing Note on their attendance to the authorising Committee Members within two months of the event. A recommendation whether the Committee should consider representation at the following year's event to be reported, together with details of the Conference content, well in advance of the Conference to obtain best prices for flights and accommodation.

\* Allowance to be reviewed annually. Last updated July 2017.