

Subject: Attendance at Conferences and Meetings of Professional Organizations	Number: 1-6
	Date Issued : December 1, 1998 Date Revised:
Responsible Department: Finance	Approved:

Purpose

To establish uniform standards and procedures for the attendance at conferences and meetings by City employees.

Procedures

1. Employees of the City of Fresno may attend conferences, conventions and meetings of governmental employees when the department head determines:
 - a. It can be shown that attendance is of public benefit.
 - b. The absence of the employee will not adversely affect the City operations.
 - c. There are sufficient funds in training and travel accounts to accomplish the purpose.
2. Employees attending such conferences will be selected by the department director.