

Elected Members

Remuneration Related Policy

Adopted: 14 March 2024

Effective: 14 March 2024

Review date: February 2027

whakatane.govt.nz



Policy Approval

Effective Date	<i>14 March 2024</i>
Review and monitoring	Governance Services Manager – continuous with a full review every 3 years
Policy owner	General Manager People and Engagement

Version Control

Date updated	Description
31 July 2023	Draft Policy Review Conducted – Tompkins Wake
7 February 2024	Draft Policy Reviewed and Updated - Governance Services Manager
14 March 2024	Conditional changes made following adoption at Council

1 Policy statement

The remuneration, expenses, and allowances payable to elected members (Councillors and Community Board members) of Whakatāne District Council are set out in the Local Government Members (2023/24) Determination 2023. Actual and reasonable expenses outlined in this policy must be formally approved by the Remuneration Authority (but subject to the provisions in the Determination).

Clause 6 of Schedule 7 of the Local Government Act 2002 specifies the Remuneration Authority must determine the remuneration, allowance, and expenses payable to members of local authorities. It also states that the Remuneration Authority may prescribe the rules under which remuneration or expenses are applied or reimbursed.

Remuneration, allowances, and expense reimbursements not determined by the Remuneration Authority cannot be paid.

In all these situations Whakatāne District Council is mindful of the requirement to use public funds responsibly and to maintain public confidence in the organisation.

Actual and reasonable expenses may be incurred in relation to legitimate business events or legitimate business needs and travel.

2 Purpose

This policy outlines the eligible expenditure that may be reimbursed to elected members of Whakatāne District Council in performing their duties as prescribed in the Local Government Act 2002.

From time-to-time members incur expenses on the Council's behalf, for which they can be reimbursed. Reimbursement and use of council supplied resources apply only to elected members personally, and only while they are acting in their official capacity as Councillors and Community Board Members for Whakatāne District Council.

3 Applies to

All Elected Members (Councillors and Community Board Members) of Whakatāne District Council.

4 Responsibilities

4.1 Mayor

Primary signatory to approve elected members' expense claims and expenditure.

4.2 Independent Chairperson of Risk and Assurance Committee

Primary signatory to approve Mayor's expenditure.

4.3 General Manager People and Engagement

Second signatory to approve Mayor, and elected members' expense claims and expenditure.

4.4 Governance Services

Ensuring elected members are aware of the policy and accompanying guidelines.

Preparing and checking compliance for all elected member expense claims to submit to the Mayor and General Manager People and Engagement for approval to process.

Responsible for the review of the Remuneration Related Policy to ensure that it is up to date and in line with current legislation through the provisions of the Local Government Members Determination.

4.5 Members

Understanding and abiding by the policy.

4.6 Finance Section

To process expenditure that complies with this policy.

5 Policy principles

To be reimbursable, expenses must:

- (a) Have a justifiable council-related business purpose; council-related business includes attendance at formal Council meetings, committee meetings, workshops, seminars, statutory hearings, training courses, site visits, meetings with staff, meetings with community groups, meetings with members of the public, Civic ceremonies where invited by the Mayor to attend, formal deputations to a Minister or Parliamentary Select Committee.
- (b) It does not include events where the primary focus is on social activity, political meetings, or electioneering.
- (c) Be moderate and reasonable having regard to the circumstances, i.e. able to pass the test of being prudent use of ratepayers' money under public scrutiny.
- (d) Be actual and evidenced by an original receipt.
- (e) Be approved by the second signatory.
- (f) Be within relevant budget provisions.
- (g) Be presented on the approved Whakatāne District Council Claim Form.
- (h) Be signed as true and correct by the claimant.
- (i) Be consistent with the provisions of the Local Government Members Determination 2023, as set by the Remuneration Authority Act 1977 outlined in (cl6) and (cl7) of Schedule 7 of the Local Government Act 2002.
- (j) Costs for reimbursement will be via Whakatāne District Council payroll system.

- (k) In the case of one-off expenditure such as travel to conferences, the process and prior approvals required are detailed further in this policy.
- (l) In the case of vehicle mileage, travel time and communications allowances – all limits set in this policy do not exceed the Remuneration Authority Determination.
- (m) Some costs of “networking” will be considered for reimbursement where there is justifiable council-related business purpose, or a clear community benefit. Prior approval is required before any costs are incurred.

6 Related information

- (a) Guidelines to this Policy
- (b) Members’ Code of Conduct
- (c) Whakatāne District Council Fraud Policy
- (d) Whakatāne District Council Sensitive Expenditure Policy
- (e) Clause 6 of Schedule 7, Local Government Act 2002
- (f) Remuneration Authority Act 1977
- (g) Local Government Members (2023/24) Determination 2023.

7 Monitoring and review

Monitoring of this policy is the responsibility of the Manager Governance Services and will occur every three years or earlier in response to changes to legislation or to good practice. Any proposed amendments to this policy will be reviewed by the policy owner and presented to Council for recommendation to submit to the Remuneration Authority for approval.

8 Policy authorisations

The Policy must be approved by the Remuneration Authority.

9 Council process for payment

Payment of expense reimbursements require a claim form to be signed and submitted for approval. Elected Members’ claims are processed and paid monthly and must meet the following requirements:

- (a) All claims are to be accompanied with an original detailed receipted GST invoice. It is not sufficient for payments made by credit card or EFTPOS to be supported by only the credit card/EFTPOS docket. Receipts must be itemised and dated; for example, a hotel receipt must specify accommodation and meal costs separately.

- (b) Claims will be refused if no receipts are provided. An exception to this is for minor expenditure (under \$20 – incl. GST), when receipts are not available, in which case the claimant must document the date, amount, description, and purpose of the expense.
- (c) Meal and accommodation claims for multiple people must list the names of those people.
- (d) Detailed description of business reasons for the expense must be supplied.
- (e) Members must seek approval first before incurring expenses and submit an expense claim in the same month (where possible) as the expense is incurred.
- (f) The primary and secondary signatories must review and approve members' expense claim and pre-approved overnight stays, travel, accommodation, and conference attendance.
- (g) Claim forms are to be submitted to the Governance Services team who will vet, arrange for the primary and secondary signatories to approve, and will arrange payment via the payroll system.
- (h) Claim forms for each month are to be received within five working days following the end of the month. Members must submit their expense claims in the financial year expenses were incurred.
- (i) Receipts/claims submitted after three months will not be reimbursed except in extraordinary circumstances.
- (j) Once approved submitted claims will be reimbursed in the next available payment run.

10 Air Travel

10.1 Airline clubs / air points / loyalty rewards

Air points or loyalty rewards accumulated on travel or accommodation while on Council business can be used for personal benefit.

Council does not provide for airline clubs (e.g. Koru membership).

10.2 Domestic

Members are entitled to use domestic air travel for Council related travel where air travel is the most cost-effective travel option. All approved travel bookings are made through the Executive Assistant to the Mayor and/or the Executive Administration Team.

10.3 International

The prior approval of the Council is required for any international air travel, where costs or partial costs are paid for by council funds. As a general policy all international air travel by members is economy class, where Council funds all or part of the fares. Council approval is required for exceptions e.g., where Premium Economy or the equivalent air travel is desirable for health or other compelling reasons.

All approved bookings are to be made by the Executive Assistant to the Mayor and/or the Executive Administration Team.

10.4 Spouse/partner travel

The Council will not pay for spouse/partner travel except when the Mayor's spouse/partner is accompanying the Mayor on official business. This will be assessed and approved by the Chief Executive on a case-by-case basis.

11 Travel

11.1 Rental cars

Rental cars may be used when attending meetings or conferences in other centres, where this is the most cost-effective travel option.

Approved rental car bookings are to be made by the Executive Assistant to the Mayor and/or the Executive Administration team using Whakatāne District Council's preferred rental car agency.

11.2 Taxis and other transport

Other than for agreed conference/meeting attendance, there may be occasions when an elected member requires a taxi service. Taxi fares can be booked in advance through the Executive Assistant to Mayor and/or the Executive Administration Team. Such taxi fare bookings will be paid directly by Council and there is no need for councillors to pay for the taxi fare individually. Where Uber services are the preferred and most convenient option of transport, the individual will be reimbursed for this service on presentation of actual receipts.

It is recommended, where possible Councillors should carpool.

Taxi costs paid for by the individual for unanticipated taxi travel within New Zealand or for international travel will be reimbursed on presentation of actual receipts.

11.3 Car parking

Parking fees incurred while on Whakatāne District Council business will be reimbursed on production of an original detailed and dated GST receipt.

12 Accommodation

12.1 Accommodation for approved professional development (discretionary and non-discretionary)

The Executive Assistant to the Mayor and/or the Executive Administration Team may arrange accommodation for elected members in line with approved professional development requirements.

Whakatāne District Council has negotiated corporate rates with hotels/motels and unless extraordinary circumstances arise members are to use these venues where appropriate. Bookings are to be made in consultation with the Executive Assistant to Mayor and/or the Executive Administration Team.

Accommodation should be cost effective considering the location relative to where members are working, the standard of accommodation and safety and security issues.

Purchases from hotel mini-bars and charges for in-room video or cable movies are to be paid for by the elected member.

If elected members choose to stay with friends or relatives the member is entitled to a special allowance of \$50 (incl. GST) per overnight stay. Meal allowance is to be in accordance with the criteria as set out in section 13 of this policy.

12.2 Accommodation in exceptional circumstances for Council related meetings

The Executive Assistant to the Mayor and/or the Executive Administration Team may arrange accommodation for elected members when travel or business requirements make it unreasonable for a member to return on the same day e.g., travelling after a late meeting, travelling in excess of 100km one-way, or in exceptional circumstances.

Prior approval is required by the Mayor and General Manager People and Engagement.

The same accommodation criteria apply in this instance, as set out in section 12.1 of this policy.

13 Meals

Breakfast is not claimable on day one of travel, although in some exceptional circumstances approval may be given by the Mayor for this expense up to a maximum of \$35 (incl. GST) per head (e.g. if travel time commences pre breakfast).

When staying away overnight a reasonable cost for breakfast may be claimed for day two onwards, or where possible breakfast may be charged back to accommodation.

Lunch is **not claimable** on day one of travel within the Whakatāne District Council boundaries.

Lunch is **claimable** on day one of travel outside the Whakatāne District Council boundaries up to a maximum of \$35 (incl. GST) per head. No alcohol can be claimed.

Dinner is **claimable** when staying away overnight and will be reimbursed to a maximum of \$75 (incl. GST) per night, including alcohol (NB: limited to one beer or one wine).

Morning and afternoon tea is **not claimable**, including takeaway coffees and bottled water.

Reimbursements will only be paid when elected members are on official Council business.

Meals cannot be claimed if:

- (a) A complimentary meal is provided.
- (b) A meal is prepaid through an accommodation package (e.g. hotel breakfast).
- (c) The cost of the meal is included in the cost of a seminar or conference.
- (d) Elected members are entertained by their hosts.

Mini-bar bills and liquor charges will be the elected member's responsibility and, if charged to Council through the room tab, will be invoiced back to the elected member.

14 Vehicles

14.1 Mayor's vehicle

The Mayor of the Council may be provided with a vehicle. The value of the vehicle shall be reasonable for the purpose intended and appropriate for public service use (as per OAG guidelines). If the Chair elects to have the vehicle available for private use, a deduction will be made from their salary as determined by the Remuneration Authority. The Mayor will not be able to claim for vehicle mileage.

14.2 Vehicle provision

The Council does not provide Council vehicles for elected members, except for the Mayor of the Council.

15 Carparks

Parking permits are assigned to the Mayor and Councillors for the duration of the triennium and applicable within central Whakatāne town for the purpose of conducting Council business. No allowance is made for parking fees incurred where parking permits have not been displayed adequately.

16 Mileage and travel time allowances

In accordance with the *Local Government (2023/24) Determination 2023* the following rules apply:

Vehicle mileage and travel time allowances will be paid for all travel on council business when travel is in a private vehicle and is by the most direct route that is reasonable in the circumstances.

The vehicle allowance payable is:

- (a) for a petrol or diesel vehicle —
 - (a) 95 cents per kilometre for the first 14,000 kilometres; and
 - (b) 34cents per kilometre after the first 14,000 kilometres:
- (b) for a petrol hybrid vehicle —
 - (a) 95 cents per kilometre for the first 14,000 kilometres; and
 - (b) 20 cents per kilometre after the first 14,000 kilometres:
- (c) for an electric vehicle—
 - (a) 95 cents per kilometre for the first 14,000 kilometres; and
 - (b) 11 cents per kilometre after the first 14,000 kilometres.

The **travel-time allowance** is \$40/hr (incl. GST) for each hour of eligible travel time after the first hour of eligible travel time travelled in a day. The driver and passengers can claim for a travel time allowance.

If an elected member travels from a place where they permanently or temporarily reside that is outside the local authority area, to the local authority area on local authority business, the elected member is only eligible for a travel-time allowance for eligible travel after the elected member crosses the boundary of the local authority area and after the first hour of eligible travel time within the local authority area.

If Council is providing transport, and an elected member chooses, for personal reasons, to travel independently, they may not be entitled to a vehicle allowance.

Where an elected member chooses, for personal reasons, to travel by private vehicle to a conference or seminar outside of the Whakatāne District they will be entitled to reimbursement of the mileage travelled, only up to the value of equivalent airfare if travel by air is available and is the less expensive option.

Any speeding fines and any other traffic infringement notices incurred by councillors when on council business will not be reimbursed.

For the sake of clarity, the elected member is not required to be a member of the committee or subcommittee they are attending in order to claim mileage attendance, but where that is the case are encouraged to attend on-line.

It is required that you complete your claim forms monthly. Any claim forms submitted outside of this period will be considered for approval at the discretion of the Governance Services Manager. Claim requests that fall outside of the current financial year will not be approved.

As required by Audit NZ, please ensure you attach receipts and invoices to any expense claims. All expense claim forms are checked and verified by the Governance Team and a final check and approval is completed by the General Manager People and Engagement, before the claim is processed.

17 Catering, hospitality and entertainment

17.1 Annual Councillor Function

The Council will make budgetary provision for one Councillor function per year.

The purpose of this function is to provide:

- (a) A forum for building relationships between elected members and senior staff, and
- (b) An opportunity to give recognition to the supporting role that spouses/ partners give to elected members and senior staff.

Attendance is generally limited to elected members accompanied by their spouses/partners, and senior management staff accompanied by their spouses/partners, and covers the cost of food, wine and beer.

If appropriate, costs of accommodation and associated meals will be paid for elected members and partners attending the annual function.

The Chief Executive or Mayor, when deemed appropriate for the function, may invite special guests.

17.2 Hospitality and networking

Pre-approval for supply of food and beverages (including beer or wine) for hospitality and networking must be given by the Chief Executive and/or the General Manager People and Engagement. Description of the event must be provided and there must be justifiable council-related business or a clear community benefit.

It does not include events where the primary focus is on political meetings or electioneering.

17.3 Refreshments and catering

Catering and refreshments will be provided to Councillors attending formal council and committee meetings/briefings and be served in the Councillors retiring area. Similarly, catering and refreshments can also be provided to Community Board Members when attending formal community board meetings. Catering and refreshments are arranged via the Governance Team.

No approval will be given for expenditure on refreshments at an external café for routine elected member catchups, team meetings or work breaks. These are encouraged to be held in council facilities. However, approval *may* be given if the expenditure is for an external party and there is a justifiable council-related business purpose.

A lunch *may* be provided for members attending meetings when the meeting or meetings extend past the recognised lunch period.

18 Communication allowance

In accordance with the Local Government (2023/24) Determination 2023 the following communications allowances are payable. The entitlement applies to the relevant determination term.

18.1 Councillors

When councillors use their own mobile phone device and have chosen to use a council owned laptop/device, the following ICT allowances apply:

Elected Member uses own equipment and consumables;

for use of a multi-functional or other printer	\$ 50 per annum
for use of a personal mobile phone	\$200 per annum
For ICT consumables	Up to \$200 per annum

Elected Member uses own services;

for internet service	Up to \$800 per annum
for mobile telephone service	Up to \$500 per annum

Note: allowances are inclusive of GST.

Any council-owned device supplied to members remains the property of Whakatāne District Council and must be returned when the elected member leaves office.

ICT equipment that may be supplied by Council includes: a laptop, keyboard, mouse, an additional monitor and headphones (for home use). If an elected member experiences any problems with their council supplied equipment, repair and/or replacement of the item can be made by contacting the Governance Services Manager. ICT allowances will be pro-rated and paid via Whakatāne District Council payroll system.

Requests for additional devices, whereby this will assist an elected member to effectively participate in council or committee meetings, will be at the discretion of the General Manager of People and Engagement.

18.2 Community Board Members

A communication allowance of up to \$800 (incl. GST) per year is paid to each community board member to cover internet usage. This will occur automatically, so members are not required to apply for this allowance. The allowance will be pro-rated and paid via Whakatāne District Council payroll system.

Community board members are also entitled to an allowance of up to \$200 (incl. GST) for the use of personal devices (ICT consumables) when attending formal community board meetings. Community board members will be required to complete an expense claim form for this payment to be recognised.

18.3 Mobile phone

The Council will provide a mobile phone to the Mayor and Deputy Mayor and will cover all expenses associated with the use of that phone. The phone remains the property of Whakatāne District Council. The Mayor and Deputy Mayor will not receive a mobile phone allowance if they have opted in for Council to provide them with a mobile phone.

19 Leave of Absence

A person who has a leave of absence for a length of time may continue to receive remuneration for up to three months during the leave of absence as an Elected Member. Remuneration allowance for leave of absence beyond three months is at the discretion of the Mayor/Chief Executive and the purpose of the extended leave of absence would generally meet the following criteria:

- Seconded to Civil Defence or other Council related duties; or
- Health issues, such as serious illness, injury, surgery, or disability; or
- Family or personal matters, such as childbirth, adoption, bereavement, or caring for a sick relative.

20 Childcare allowance

A local authority may pay a childcare allowance to an eligible elected member in accordance with Clause 14 of the Determination set by the Authority and the Council's Elected Members' Childcare Policy as a contribution towards expenses incurred by the elected member for childcare provided while the elected member is engaged on local authority business.

An elected member is eligible to be paid a childcare allowance for childcare provided for a child only if;

- (a) the elected member is a parent or guardian of the child or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- (b) the child is under 14 years of age; and
- (c) the childcare is provided by a person who;
 - (a) is not a parent of the child or a spouse, civil union partner, or de facto partner of the elected member; and
 - (b) does not ordinarily reside with the elected member; and
- (d) the elected member provides evidence satisfactory to the Manager of Governance Services of the amount paid for childcare.

A local authority must not pay childcare allowances to an elected member that total more than \$6,000 (incl. GST) per child during the determination term.

21 Parental leave of absence policy

The Parental Leave of Absence policy assumes a parental leave of absence will be a total leave of absence, where no usual duties or functions are performed.

- (a) When an Elected member gives birth or adopts a baby under 6 years of age, the Council may approve a leave of absence under Standing Order 13.3 (leave of absence).
- (b) A parental leave of absence may be approved for up to six months on request.
- (c) Approval of a parental leave of absence will mean that the Elected member is encouraged to not carry out any duties, either formal or informal. This includes attendance of Council, Community Board, Local Board, or Committee meetings, meetings with external parties or constituent work.
- (d) An Elected member will not be paid any remuneration or allowances while on an approved parental leave of absence.
- (e) If an Elected member continues in their role in a more limited (partial) capacity, such as attending to constituent enquiries (e.g., phone calls and engagements where possible), and reading etc, but not attending council meetings or workshops, their remuneration should revert to the remuneration received by a councillor with minimum allowable remuneration for their council, as set out in its determination.
- (f) The Council will offer elected members returning from parental leave a programme to assist them to transition back into their former role, this may involve a briefing from the chief executive officer on matters of importance that occurred during the elected member's absence.

22 Councillor professional development

Professional development does not include Whakatāne District Council induction and training.

22.1 Professional Development - Discretionary (Optional training)

Councillors will be allocated \$3, 000.00 (incl. GST) each per year for discretionary professional development. Councillors must submit a course proposal that outlines the name, course provider, location, purpose, and cost of registration to attend (template appx A). Proposals for discretionary professional development must be submitted to the Manager Governance Services and attendance must be pre-approved by the Mayor and General Manager People and Engagement prior to any bookings being made. All bookings and registrations are to be coordinated via the Manager Governance Services and relevant Executive Assistant staff

Councillors can utilise future budget so long as the total expenditure allocated does not exceed \$9, 000.00 (incl. GST) within the Councillors 3-year term of office.

Travel, accommodation, and related expenses do not form part of the allocated amount for discretionary professional development and will be managed in line with these related expenses as set out in section 11-13 of this policy.

22.2 Professional Development - Non-discretionary (Required training)

During a Councillors term of office requisite training and development may be required and may include but is not limited to the following:

- (g) Emergency Management
- (h) Health and Safety
- (i) Good Governance principles and practice
- (j) Governor roles and responsibilities
- (k) Community Leadership
- (l) Media and Communications
- (m) Finance
- (n) Chair Training
- (o) Standing Orders Training
- (p) LGNZ (Akona) Training
- (q) Institute of Directors Training and;
- (r) Completing the MfE Making Good Decisions Course.

Proposals for non-discretionary professional development must be approved by the Mayor and General Manager People and Engagement, and registration and attendance must be coordinated via the Manager Governance Services and relevant Executive Assistant staff.

Attendance at the annual LGNZ Conference will be considered and decided by the Mayor.

Travel, accommodation, and related expenses as part of non-discretionary professional development will be managed in line with these related expenses as set out in section 11-13 of this policy.

22.3 Expenses of Discretionary (Optional) and Non-discretionary (Required) events

Councillors are entitled to payment of actual and reasonable costs to attend discretionary and non-discretionary professional development such as: registration, travel, accommodation, meals and related incidental expenses (including travel insurance) incurred to attend conferences, courses, seminars or training events for the purpose of their professional development subject to:

- (a) The event must have justifiable and dominant Council business purpose and contribute to the Councillor's ability to carry out council business;
- (b) Attendance at such events when held overseas must be approved by a resolution of the Council.

Councillors, after attendance at an approved discretionary and non-discretionary conference, course or seminar, should report to an appropriate meeting on relevant matters including course content, matters of interest to other councillors and staff and an assessment of the value of the attendance.

The Council will not meet costs of partners/spouses attending discretionary and non-discretionary conferences/courses/ seminars.

23 Community Board Training

Council will provide an induction for community board members that may include some of the following;

- (a) Emergency Management
- (b) Good Governance principles and practice
- (c) Community Board roles and responsibilities
- (d) Community Leadership
- (e) Media and Communications
- (f) Chair Training
- (g) Standing Orders Training
- (h) LGNZ (Akona) Training
- (i) Institute of Directors Training; and
- (j) Completing the MfE Making Good Decisions Course

An annual training programme will be scheduled in discussion with the Chairs of the Community Boards, convened by the Manager Governance Services.

In discussion with the Manager Governance Services the Chairs of the Community Boards will decide attendance to the bi-annual Community Board Conference.

24 Travelling overseas

Whakatāne District Council may support the costs of elected members travelling overseas on fact-finding visits after consideration of the following factors:

- (a) The information to be gained is necessary to the achievement of the performance measures of a relevant Council project in the Annual Plan/Long Term Plan.
- (b) A personal visit is required, and the nature of the visit is such that an elected member is appropriate for the task.
- (c) The visit is an effective means of obtaining information.
- (d) The elected member applying for support is an appropriate member to undertake the proposed visit.
- (e) Any special circumstances which are seen to justify support.

All applications for support shall be in writing and will require a recommendation from the Committee to which the benefit of the travel is more relevant prior to consideration by the Council.

When an elected member is travelling overseas on a personal visit and is asked by the Council to undertake some work which can be conveniently included in their itinerary, then the Council may approve any extra expense incurred as it sees fit.

25 Taxation of allowances

Taxation on allowances shall be deducted at the prevailing taxation rates as determined by the Inland Revenue Department.

26 Hearing fees

A member who acts as the chairperson of a hearing is entitled to be paid a fee of up to \$116 (incl. GST) per hour of time related to the hearing.

A member who is not the chairperson of a hearing is entitled to be paid a fee of up to \$93 (incl. GST) per hour of time related to the hearing.

For any period of hearing time that is less than one hour, the fee must be apportioned accordingly.

The Mayor is not entitled to a hearing fee.

27 Internal Control

The Procurement and Risk Manager will carry out random checks on reimbursement claim forms.

28 Breach of expense and reimbursement rules

Instances where this policy has not been followed may lead to an investigation pursuant to the Members' Code of Conduct.

29 Appendix A – Template for professional development proposal:

The required information outlined and/or table below should be sent in an email to governance@whakatane.govt.nz to be processed for approval. Please attach any relevant information to support the proposal.

Proposal for Professional Development – Elected Member <i>[name]</i>	
Name of Event	
Location of event and venue	
Event purpose	<i>[can also attach brochure or link to event info]</i>
Date(s)	
Estimated Cost	
Registration	
Airfares	
Accommodation	
Taxi	
Incidentals	
Total Estimated Cost	