

Hamilton City

#### ATTENDANCE AUTHORIZATION

Attendance by Elected Officials at any conference, seminar or other business travel requires Council Approval where applicable.

Employee travel to attend conferences, seminars or other business travel requires the following approvals:

- a) Travel within Ontario must be approved by the immediate supervisor and the Manager or above.
- b) Travel outside of Ontario but within Canada must be approved by the immediate Manager and Director or above.
- c) Travel outside of Canada must be approved by the immediate Manager and the City Manager and or designate. The City Manager's travel outside of Canada must be approved by the Mayor.