

CITY OF DENTON

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: FINANCE	REFERENCE NUMBER: 408.03
SUBJECT: REIMBURSEMENT OF EMPLOYEE EXPENSES	INITIAL EFFECTIVE DATE: 04/07/82
TITLE: REIMBURSEMENT FOR PROFESSIONAL DEVELOPMENT ACTIVITIES	LAST REVISION DATE:

1. *Reimbursement for Training, Seminars, and Conferences.* With department director approval, the City of Denton will pay for training, seminars, and conferences which are job-related and will improve the performance of the employee. The City will pay for all direct expenses associated with the training. The City will pay for travel costs as described within the travel policy.
2. *Required Approval.* All payments for training, seminars, and conferences must have prior approval of the department director.