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**North Sound Behavioral Health Organization**  
Section 4500 – Advisory Board: Attendance and Participation  
at Conferences, Seminars and Trainings

Authorizing Source:

Cancels:

See Also:

Responsible Staff: Administrative Manager  
Advisory Board Coordinator

Executive Director Signature:

Approved by: Board of Directors

Motion #: 01-025

Date: 4/26/2001

Date: 4/28/2017

**POLICY #4510.00**

**SUBJECT: ATTENDANCE AND PARTICIPATION AT CONFERENCES, SEMINARS AND TRAININGS**

**PURPOSE**

The purpose of this document is to govern the development of the Advisory Board annual estimated expenses and use of funds. It describes allowable purchases and reimbursements, limiting conditions, required authorizations, and required administrative processes regarding attendance and/or participation at Conferences, Seminars and Trainings.

It is intended that all policies and procedures set down comply with the policies and procedures of the North Sound Behavioral Health Organization (North Sound BHO), the State of Washington and the US Federal Government. If a conflict occurs between policies and procedures in this document and those of the North Sound BHO, State and/or Federal government regulations, those of the North Sound BHO, State and/or Federal governments will apply.

**POLICY**

Advisory Board Members, individuals with a behavioral health disorder and advocates shall be reimbursed from the Advisory Board Budget for all allowable expenses when attending and/or participating in pre-authorized behavioral health and substance use disorder-related conferences, seminars and trainings.

**PROCEDURE**

To request authorization to be reimbursed for attending or participating in a specific conference, seminar, or training, the individual must complete the **Advisory Board Training/Conference Request** available at <http://northsoundbho.org/forms> and submit the completed Request form to the Advisory Board Coordinator.

A Travel Advance is available to cover projected allowable expenses including registration, lodging, meals and transportation. To request a Travel Advance, the individual must complete the **Advisory Board Travel Advance/Reimbursement Request** available at <http://northsoundbho.org/forms> and submit the Request form in addition to submitting the approved **Training/Conference Request form** available at <http://northsoundbho.org/forms> to the Advisory Board Coordinator.

**ATTACHMENTS**

None