

**CHAPTER 8: Business Operations**  
**BOARD POLICY NO. 8.55**

**BOARD POLICY**  
**San Mateo County Community College District**

**Subject:** 8.55 Conference Attendance and Travel  
**Revision Date:** 3/13  
**References:** Internal Revenue Service Regulations; Education Code Section 87032

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1. It is the policy of the District to reimburse, to the extent possible within financial restraints, expenses incurred for travel, conferences and meetings of professional and educational organizations and associations. It is the position of the District that the training of employees gained by participation in such activities can contribute significantly to personal effectiveness as it relates to District purposes and operations and to the quality of education provided. Conference attendees are encouraged to share with colleagues information acquired at the conference.
2. Reimbursement of expenses must be fully documented, authorized by the appropriate personnel and must meet the most current necessity and reasonableness standards set by the Internal Revenue Service and California Education Code Section 87032.
3. The Chancellor shall ensure that District administrative procedures are comprehensive and prescribe what expenses and activities are reimbursable. District administrative procedures for conference attendance and travel will be reviewed and updated at least annually by the Executive Vice Chancellor.