

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

**Subject:** 8.56 In-District Conferences and Meetings  
**Revision Date:** 11/11

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1. The San Mateo County Community College District or its Colleges may act as host for a conference, special event or meeting which will be of benefit to the District.
2. The expenses for breakfast, lunch, light refreshments or dinner held in conjunction with such a meeting may be paid by the District, when approved by the Chancellor or Executive Vice Chancellor or their designees and when adequate resources have been identified within the budget.
3. Whenever a District employee represents the District at a breakfast, lunch or dinner meeting, s/he shall be entitled to reimbursement for the actual cost of the meal as authorized by the appropriate College President or the Chancellor.