

8.55 Conference Attendance and Travel

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.
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.

References: Internal Revenue Service regulations; Education Code Section 87032

(Revised ~~11/92~~ xx/xx)

~~1.—Employees~~

~~District employees performing District services, regardless of funding source, shall be reimbursed as provided by the Education Code, for authorized expenses incurred in the following categories:~~

~~a.—Required Travel~~

~~A District employee who is required by an appropriate District or College administrator to attend meetings, or to transact any District business outside the District, shall be reimbursed for all necessary expenses in accordance with District administrative procedures.~~

~~b.—Mileage In District Travel~~

~~Use of an employee's car in connection with in District travel necessary in the normal course of the employee's duties, may be authorized in accordance with District administrative procedures and will be reimbursed at the current Internal Revenue Service standard mileage reimbursement rate.~~

~~e.—Other Conference/Travel~~

~~1) A District employee may be authorized, without loss of salary and with reimbursement for all or a portion of necessary expenses, to attend conferences, meetings or workshops called by other than the San Mateo County Community College District. Such conference or meeting attendance and travel must be authorized by the appropriate administrator when it has been determined that the District will benefit by such attendance.~~

~~2) Employees who hold elected or appointed positions in recognized educational and professional organizations may attend regional, State or national conferences if the District will benefit sufficiently to justify the cost of such attendance and participation has been approved by the Chancellor-Superintendent.~~

8.55 Conference Attendance and Travel (continued)

~~3) Employees accepting speaking engagements tendered by organizations or associations in which the District does not hold membership or is not otherwise associated shall be expected to pay personally, or arrange for external payment of, their own travel and conference expenses. Exceptions to this policy may be made only by the College President and/or the Chancellor Superintendent. Exceptions shall be based on a clearly indicated advantage to the District.~~

~~4) District reimbursement for expenses incurred through participation in review panels and advisory bodies of external organizations, agencies and associations must be approved by the College President and/or the Chancellor Superintendent. Reimbursement shall be in accordance with District administrative procedures.~~

~~d. Out of State or Country Travel~~

~~All out of State or country travel by Chancellor's Office employees must be approved by the Chancellor Superintendent or, in the case of College personnel, by the College President. Reimbursement will be authorized for all or a portion of expenses in accordance with District administrative procedures.~~

~~e. In service Training~~

~~1) Permanent employees may be authorized by the College President or the Chancellor Superintendent, or his/her designee, to attend, at District expense, training programs designed specifically to upgrade their skills and knowledge of new technology and/or methodology that will benefit the District. This in service training shall not be used as a basis for salary advancement.~~

~~2) Programs eligible for reimbursement shall include, but not be limited to, seminars, training institutes or specific training courses, conducted by recognized professional institutions, organizations, or associations.~~

~~3) In accordance with District procedures, reimbursements will be made upon successful completion of the approved training. Tuition will not be reimbursed if it is not a mandatory requirement of the program.~~

~~4) Reimbursement shall not be allowed for any employee who is receiving training and is eligible for reimbursement by any other government agency, organization or association, in accordance with the Education Code.~~

~~f. Authorized Expenses~~

~~1) Reimbursement for travel and participation in meetings and conferences shall relate directly to District rules and regulations covering organizational membership, required travel and other conferences.~~

~~2) Only "actual and necessary traveling expenses" will be allowed for transportation, lodging, meals, registration fees and other authorized expenses in accordance with District administrative procedures.~~

8.55 Conference Attendance and Travel (continued)

~~2.—Students~~

~~a.—Students shall be reimbursed from District funds to the extent authorized by the Education Code for expenses incurred in the following categories:~~

- ~~1)—Participation in co-curricular activities or events as authorized and defined by the Education Code.~~
- ~~2)—Participation in other conferences where student attendance is required may be authorized by the appropriate administrator if it has been determined that the District and students will benefit by such attendance.~~
- ~~3)—Participation by students as members of the athletic team in athletic events at a place other than the San Mateo County Community College District, as authorized by the Education Code.~~
- ~~4)—Participation in activities or events supported in full or in part by external funding which are conducted within the framework of the purposes and guidelines established for the program and is approved by the College President.~~

~~b.—Authorized Expenses~~

- ~~1)—Reimbursement for co-curricular activity expenses shall be limited to lodging, transportation and conference fees in accordance with District administrative procedures.~~
- ~~2)—Reimbursement for athletic activity expenses will include lodging, meals, entry fees and transportation in accordance with District administrative procedures.~~
- ~~3)—Reimbursement for expenses of student representatives at selected conferences may be authorized by the College President and/or Chancellor Superintendent in accordance with District administrative procedures.~~
- ~~4)—Social events and awards intended to recognize the achievements of student athletes shall be funded, to the extent possible, from gate receipts, contributions, fund raising activities and the individual payment by participants in such events. Other District funds may be used supplementally if approved by the College President or the Chancellor Superintendent.~~

~~3.—Other Than Employees or Students~~

~~a.—Travel, conference attendance or mileage for other than employees or students shall be authorized by the appropriate District or College administrator only when conducted within the purposes of externally funded projects and in accordance with District administrative procedures.~~

~~b.—Whenever a person is requested by the District to travel to the District for an interview or examination prior to possible employment, the District may reimburse the candidate for~~

8.55 Conference Attendance and Travel (continued)

~~expenses necessarily incurred in traveling from his/her residence to the interview or examination. Reimbursement for such expenses shall be authorized in advance by the Chancellor Superintendent.~~

~~4. Chancellor Superintendent~~

~~A request for reimbursement of travel and conference attendance expenses incurred by the Chancellor Superintendent or for an advance shall be approved by the Board President.~~

~~5. Non-reimbursable Events~~

~~Reimbursement cannot be claimed by a Board member or District employee for the following types of functions:~~

~~a. Political functions — either for a candidate, ballot measure or proposition whether Federal, State or local.~~

~~b. An event which is primarily a fund-raiser for an organization, nonprofit or otherwise. It is recognized, however, that it may be appropriate to claim the cost of a meal provided at this type of function if the employee or Board member is representing the District in an official capacity.~~

~~c. Testimonials honoring an individual which are clearly political in nature or where a fundraising element is present.~~

~~d. Cost of dinner or event for guest(s)/spouse of Board member or District employee.~~

~~e. Breakfast, lunch or dinner with a Board member, District officer or employee when the business can be conducted during the working day. It is recognized that reimbursement would be appropriate where business is reasonably conducted as part of a breakfast, lunch or dinner meeting.~~