

8.56 In-District Conferences and Meetings

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 ~~Superintendent~~ or ~~Associate-Executive Vice~~ Chancellor or their designees and when adequate resources have been identified within the ~~Budget~~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. ~~Prior authorization for an employee to be reimbursed for the breakfast, lunch, or dinner meeting must be received from the appropriate College President or the Chancellor Superintendent or Associate Chancellor.~~

(Revised ~~9/99xx/11~~)