

3024.

ADMINISTRATIVE REGULATIONS ON  
TRAVEL AND PROFESSIONAL CONFERENCE ATTENDANCE

3024.1 The Vice President, Administrative Services or designee shall be responsible for administering these regulations.

3024.2 Professional Conference Defined

For purposes of these administrative regulations, a professional conference shall be defined as including national, regional, state or sectional meetings whose principal business includes community college instruction and/or support functions or the advancement of the discipline area in which the individual normally teaches or works.

Attendance at the following types of meetings will usually not be included under this policy:

- A. Meetings where participants receive college credit and salary advancement, except for those individuals receiving continuing education credit for maintaining their professional licenses.
- B. Meetings that pay a salary or honorarium to participants.
- C. Meetings which are promotional, lobbying or legislative in orientation.
- D. Special interest meetings and meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.
- E. Conferences for which the employee does not request reimbursement of expenses from the District.

3024.3 Application to Attend Professional Conferences

- A. Any classified, faculty or administrative employee is eligible to apply for permission to attend professional conferences, within limitations as described in the collective bargaining agreements or board policy and within budget availability.
- B. Application Process
  - 1. A Travel Authorization Form must be completed for any conference, regardless of the duration of the conference if the employee will request reimbursement of expenses from the District or if the District has prepaid expenses.

- (a) If an employee is attending a conference requiring time off from work and does not request reimbursement of expenses from the District, a “Request for Paid Leave of Absence” form must be completed and submitted to the immediate supervisor for approval.
- 2. A Travel Authorization Form must be completed by each employee attending a conference. Expenses for more than one employee cannot be combined on one form.
- 3. Travel Authorization Forms are available on the District website.
- 4. For faculty, the Travel Authorization Form requires recommendations by the department head, dean, and area vice president. All faculty conference requests shall be directed through Faculty Professional Development (FPD), which establishes guidelines for and processes approval of faculty conference funding. Any exceptions to the FPD guidelines and processes must be coordinated through the FPD.
- 5. For classified and administrative personnel, the Travel Authorization Form requires approval by the immediate supervisor, the dean or director, and the area vice president.
- C. The District may at any time request an employee to attend a professional conference. When such requests are made and the employee accepts, the District shall reimburse expenses in accordance with this policy.
- D. Employees are not authorized to commit District funds for conference fees and/or services. Fees and/or services that are billed to the District without proper authorization and approval will be the responsibility of the employee.

3024.4      Allowable Expenditures

When a request to attend a professional conference has been approved according to the guidelines outlined above:

- A. There shall be no loss of regular or hourly salary for attendance at any approved conference. There shall be no overtime paid for travel to, or attendance at a conference.
- B. Travel and transportation expenses will be reimbursed only up to the approved amounts on the Travel Authorization Form and are subject to limitations established by staff development or other funding sources.

- C. The District will pay for actual, necessary and reasonable expenses that meet the following guidelines:
1. Registration fee (documentation required).
  2. Mileage will be paid at the IRS approved rate. Payment of mileage for driving to a conference site rather than flying will be actual mileage or the tourist class airfare cost, whichever is less. Mileage claimed must be reduced by the employee's normal round-trip commute miles.
  3. Parking fees (receipt required).
  4. Meals. All meals for which expenses are actually incurred shall be paid using the current IRS rates for the per diem regular method. For fractional parts of a day which do not require overnight travel, the appropriate meal expense shall be reimbursed. Based on IRS regulations, employees are eligible for meal reimbursements only when they are in travel status for more than 12 hours. To be eligible for reimbursement for breakfast, the employee must be away from home or the District before 6 a.m. To be eligible for reimbursement for dinner, the employee must be away from home or the District after 7 p.m.
    - (a) When the cost of meals is included in a registration fee, separate reimbursement for the covered meals is not allowed.
  5. Lodging. Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed. An original itemized receipt for lodging expense must be submitted with the reimbursement claim to be allowable. No other receipt will be accepted (i.e. a credit card receipt).
    - (a) Expenses for overnight lodging will not be reimbursed for trips within 50 miles of the District without prior approval of the Superintendent-President.
  6. The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interests of the District.
  7. Airport transfers, shuttle fees and taxi fares (receipt required).
  8. Car rental (receipt required). The most economical rental car available shall be rented. When college employees travel on official business and are authorized to rent a car, van, or other

vehicle, purchasing the applicable liability and collision insurance coverage offered by the rental agency is required. Include the cost of the rental vehicle insurance when planning, budgeting, or seeking approval to rent a vehicle on the District's behalf.

9. Telephone and electronic communication expenses are reimbursed only if incurred in conducting District business (receipt required).
  - (a) Employees who receive a cellular telephone allowance should use their cell phone to make telephone calls.
- D. Lodging, airfare, and car rental (if necessary) may be arranged by the Travel & Conference Technician in Fiscal Services. When arrangements are made in this manner, the District credit card will be used for advance charges.
- E. Certain travel expenses are considered personal expenses and not essential to District business. Such non-reimbursable expenditures include:
  1. Membership fees or dues
  2. Alcoholic beverages
  3. Entertainment expenses such as health spa services, movies, recreational tours, etc.
  4. Purchase of books, equipment or other materials
  5. Gratuities
  6. Traffic or parking citations
  7. Personal telephone calls
- F. The "claim portion" of the Travel Authorization Form must be completed, with required receipts attached, and filed through the immediate supervisor whether or not a reimbursement is being requested. Reimbursement for authorized expenses will be made after all expense statements with required receipts have been filed with Fiscal Services.
- G. All claims for reimbursement for conference attendance must be submitted within the same fiscal year in which the conference occurred, or no later than July 20<sup>th</sup> of the next fiscal year. Claims submitted after July 20<sup>th</sup> of the next fiscal year will not be honored.

3024.5      Required Reports

- A. The following reports are required within three (3) weeks following the conference:
  - 1. Faculty members shall file with the Dean a typed summary report of conference outcomes and potential benefit to the District and may include copies of papers presented during the conference. In the case of a District conference, the report shall be filed with the administrator providing the budget for the conference.

Adopted: June 1, 2001

Revised: June 9, 2009; January 24, 2012