

CONFERENCE AND MEETING ATTENDANCE

AP No. 7040

Board Reviewed: 2001

Formerly BP
3080

I. Approval of Conference/Meeting Attendance

Approval of attendance at off-campus conferences and meetings must be requested well in advance on the "Request for Travel Authorization" form available in department, divisional, and administrative offices.

The Superintendent/President is authorized to approve all conference and meeting attendance within the State of California, provided budget appropriations are not exceeded (EC 87032), and shall submit to the Board of Trustees, annually, a list of persons involved, conferences or meetings attended, dates, and the amounts expended.

II. Expense Advance (Prepayment)

Authorization is hereby granted for the advance of District funds, if requested and budgeted, to persons representing the college at conferences and meetings, in an amount not to exceed fifty dollars (\$50) per day. The unused portion of any such advance shall be refunded to the District with the conference report and actual expense account within thirty (30) calendar days after return from the authorized conference or convention.

III. Reports

Within thirty (30) calendar days after return from conferences/meetings which are classified as Professional or Instructional, members of the faculty, administration, and classified staff shall submit written reports (as directed on the "Actual Expense Account" form), describing the main features of the conference/meeting, and adding any recommendations for actions at Rio Hondo College which grew out of these conferences/ meetings (The Board of Trustees, Superintendent/President and Vice Presidents are exempt from submitting written reports). In addition, the conference reports will evaluate the conference or meeting and describe its benefits, if any, to Rio Hondo College.

IV. Requests for Payment (Reimbursement)

Requests for reimbursement for actual and necessary expenses shall be submitted with the conference report by use of the appropriate forms within thirty (30) calendar days after return from the authorized conference/meeting/convention.

V. Definition of Actual and Necessary Expenses

Necessary and incurred expenses will be reimbursed by the District according to the following guidelines not to exceed the total amount authorized on the approved travel request.

VI. Transportation

A. Round-trip reimbursement shall be at air coach rates, first-class rail, or other public conveyance (not to exceed air fare rates) from college to location of

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conference. Copy of ticket must be submitted with claim, even if ticket was purchased in advance by the District.

- B. Taxi, limousine, bus, etc., between carrier terminal and conference or hotel to meeting locations shall be reimbursed; also parking fees, tolls, etc. Receipts shall be submitted with the claim. Porter service shall not exceed \$2.50 per day on day of arrival and day of departure.
- C. Use of private automobile to carrier terminal or round trip to conference/meeting (up to a total of 250 miles) will be reimbursed at the rate allowed by the Internal Revenue Service (IRS). (See BP 3045) Use of private vehicle more than 125 miles from Los Angeles or nearby air terminal shall be reimbursed at no more than air coach fare from terminal to conference/meeting. Car pools are encouraged.
- D. Use of rental cars will be reimbursed if no public transportation is available or feasible. Prior approval by the appropriate Vice President or Executive Dean is needed. Receipt shall be submitted with the claim.

VII. Living Expenses

- A. Actual hotel costs (if activity is at least twenty {20} miles from the college) will be reimbursed at single occupancy rate. Hotel receipt must accompany claim. All personal charges will be deducted from the lodging bill.
- B. Meals shall not exceed fifty dollars (\$50) a day for three meals/24 hours. Meals shall be listed on expense account form on meal-by-meal, day-by-day basis; receipts are not required. (Meals listed on conference program exceeding above amount will be approved if paid with registration or if receipts accompany the claim.)
- C. Gratuities (other than portage) are not approved.
- D. Only those telephone calls regarding college business will be reimbursed.

VIII. Conference Fees

- A. Only approved registration and conference fees shall be reimbursed. Receipt must accompany claim unless prepared by the District.
- B. Written conference reports shall be submitted with request for reimbursement immediately upon return from the conference/meeting.