

## Personnel – General

### Administrative Rules and Procedures

#### 4070 Conference and Meeting Attendance

##### Reimbursement of expenses for travel on official District business and attendance at educational conferences and meetings

Submission of claims is necessary for reimbursement of travel expenses and actual and necessary expenses incurred during attendance at authorized educational meetings and conferences:

1. Claim forms for reimbursement of actual and necessary expenses incurred while attending educational conferences and meetings and for travel performed by personal vehicle shall be submitted on forms provided by the District. Claims should be submitted as soon as possible upon return from the conference and in no event later than the tenth day of the month following the month during which the expenses were incurred.
2. Reimbursement of expenses for the use of personal vehicles will be paid in accordance with the mileage rate established by the Board of Trustees. Payment for bridge tolls related to the travel must be supported by receipts.
3. Receipts for certain expenditures as outlined below must be submitted with the Conference Expense Claim form. **It is the responsibility of the staff member attending the conference to secure receipts for these expenditures.** Reimbursement will not be approved by the County Auditor unless evidence of payment for these expenses is obtained:
  - a. **Lodging** A copy of the hotel, motel or other type of lodging statement indicating daily charges must be obtained. If two or more staff members occupy the same room, each must obtain a separate statement for his/her proportionate charge. If the staff member's family accompanies him/her to the conference, the lodging statement must indicate the single rate charge for the accommodation.
  - b. **Registration** A receipt must be obtained for registration fees irrespective of whether paid in advance or paid at the time of the conference. The receipt may be in the form of the pre-conference application which has been marked paid by the conference sponsor or in the form of a written receipt indicating payment of registration fees signed by a representative of the conference sponsor.

#### 4070 Conference and Meeting Attendance (continued)

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- c. **Vehicle Rental** In those instances where rental of a vehicle is involved to reach the conference or meeting destination, a copy of the rental agreement indicating total charges paid must be submitted with the reimbursement claim form. Conference or meeting participants anticipating the need for vehicle rental should obtain a rental credit card from Business Services prior to departure. When executing the rental agreement form, the Collision Damage Waiver (CDW) should be accepted and the premium fee paid. Personal Accident Insurance is to be declined since the District provides this coverage to all staff members traveling on official business.
4. Travel by air is to be by coach class accommodations. If travel is by first class air transportation, reimbursement will be limited to coach class fares. Travel may be performed via personal vehicle with reimbursement for actual mileage made at the rate currently established by the Board of Trustees. In those instances where travel is performed by personal vehicle for the convenience of the staff member in lieu of using available public transportation, reimbursement will be made at the published rate of coach class air fare or at mileage rate, whichever is the lesser. The District may, at its discretion, provide a vehicle in certain instances.
5. Other actual and necessary expenditures incurred by reason of attendance do not require receipts. Such expenses include telephone charges, meals, portering service, taxi, airport limousine or bus service, etc. Expenses for valet service will not be allowed. Gratuities or tips paid in connection with taxi fares or meals are to be added to and included with the expenditures and not shown separately on the conference expense claim.

Where substantial funds are required to pay pre-registration fees, to reserve facilities or to cover other costs associated with approved conference or meeting attendance, an advance of funds may be requested by the staff member. Arrangements for such advances should be made with Business Services at least two weeks prior to the conference to permit the processing of a District warrant voucher. Claims for conference expense or travel reimbursement should be submitted by the staff member through the Division Dean or immediate supervisor for further submission to Business Services.