

ARTICLE VII

CONFERENCE ATTENDANCE AND TRAVEL

10701. ATTENDANCE AT CONFERENCES - BOARD MEMBERS.

A. Members of the District governing board are authorized, subject to Board approval, to attend and be reimbursed for actual and necessary expenses for meetings or conferences related to public school education as follows:

- Visits to educational institutions.
- Meetings of the California Legislature, its committees, or with any members thereof.
- Meetings of or with accreditation councils or committees.
- Meetings of conferences of any society, association or organization which the Board has approved for membership.
- Meetings with Federal, State or local government officials on matters of District business.
- Meetings with officers or employees of other educational institutions.
- Meetings to interview prospective employees.
- Such other meetings on matters of District business as may be directed by the Board.

B. Travel Authorization and Budget

1. Trustees Traveling for the District.

a. Authority to Act as Representative. Trustees traveling as a representative of the Board or the District must obtain advance, express authority from the Board, regardless of the funding source. Trustees traveling to attend an educational conference who are not acting in a representative capacity do not need to obtain advance authority.

Adopted 12-03-75
Amended 06-16-76
Amended 06-15-77
Amended 06-25-80
Amended 07-19-80
Amended 12-19-12

- b. Authority to Incur Expenses. Trustees must obtain advance, express authority of the Board in order to be reimbursed for expenses by the District, except to visit colleges, college-sponsored events, or events sponsored by District or college auxiliary organizations; to attend District Board meetings or committee meetings; or to attend educational conferences.
- c. When the Chancellor requests the assistance of a Trustee to act as a representative of the Board, and advance approval is not possible due to the press of business, the Board may ratify both the representation and the expenses incurred.

2. Travel and Mileage Allowance

- a. For each fiscal year, the Trustees shall adopt a budget for mileage, hotel, conference fees and other related expenses for conducting District business. The allowances shall be stated in the following parts:
 - i. Mileage reimbursement for attending District Board meetings and any District Board committee meeting (“Meeting Mileage”);
 - ii. Other local mileage for District business (“Local Mileage”);
 - iii. Conference expenses (“Conferences”);
- b. The Trustees shall have equal amounts available for their respective allowances, except as follows:
 - i. Additional budgetary resources may be allowed for the President of the Board or for a Trustee serving as an ongoing, designated representative of the Board in a local, state or national organization;
 - ii. The Meeting Mileage allowance shall be increased as necessary for a Trustee to attend any and all District Board meetings or committee meetings of the Board.

Adopted 12-03-75
 Amended 06-16-76
 Amended 06-15-77
 Amended 06-25-80
 Amended 07-19-80
 Amended 12-19-12

- c. Except as provided within this rule, an individual Trustee shall not be entitled to reimbursement for expenses beyond the allocated Local Mileage and Conference allowances, unless another Trustee consents to the transfer of funds from his or her respective allowances to that Trustee's allowances.
- d. A Trustee may obtain permission to travel on behalf of the District at his or her own expense.

3. Travel on non-District Funds

- a. A Trustee may travel at the Trustee's personal expense on his or her behalf.
- b. Trustees who travel on non-District funds shall be responsible individually for appropriate reporting as required by the Conflict of Interest Code, or by other applicable laws, including but not limited to tax laws.

4. Activity Report

- a. Trustees who utilize their Conference allowance or travel as a District or Board representative shall provide a brief, written report regarding those activities in order to be reimbursed, or if advances were provided in keeping with District policies, within thirty (30) days after completion of the activity.

Adopted 12-03-75
 Amended 06-16-76
 Amended 06-15-77
 Amended 06-25-80
 Amended 07-19-80
 Amended 12-19-12

10702. TRAVEL AUTHORIZATION - EMPLOYEES. The Board of Trustees hereby delegates to the Chancellor or a designee authority to authorize employees to attend conferences, conventions, meetings of committees, commissions, in-service training, and other groups, and to perform similar services or travel in the performance of assigned duties. Reimbursement for actual and necessary expenses while performing such services for the District shall be in accordance with Board Rule 10704 provided that funds budgeted for such purpose are available and approved for such use. Advance travel funds may be granted not to exceed 90 percent of estimated expenditures excluding transportation costs for trips, or for deposits for inservice training facilities. Advance must total a minimum of \$100.00. A substitute may be provided in the absence of the employee.

Adopted 10-06-76
Amended 08-18-82
Amended 04-20-89
Amended 08-08-90

10703. AUTHORIZATION BY CHANCELLOR FOR ATTENDANCE AT CONVENTIONS OR MEETINGS UNDER CERTAIN CONDITIONS. The Chancellor may authorize or direct employees to attend meetings or to perform other services within or beyond the limits of the Los Angeles Community College District without loss of salary and without expenses, other than mileage separately authorized, when, in his judgement, it is desirable to have representation at such meetings or to have such services performed. The authority granted herein shall include the authority to assign substitutes when necessary.

Adopted 10-27-71

10704. REIMBURSABLE EXPENSES. Reimbursement for actual and necessary expenses may include:

Transportation to and from destination, including related parking expenses
Lodging and meals

Tips or gratuities associated with meals, not to exceed 15% of the subtotal cost of each meal where gratuity is given and supported by a printed transaction receipt

Daily tips or gratuities involving overnight travel related to portage, housekeeping and valet not to exceed \$5 per day

Conference fees

Business related telephone calls

Additional portage where charged as a specific baggage handling fee in special circumstances where conference or presentation materials require transport

Local transportation at place of meeting

Other miscellaneous items directly related to District business

Items excluded:

Intoxicating spirits (except when charged as part of a conference meal which cannot be segregated from the meal cost)

Personal telephone calls or other expenses of a personal nature

Adopted 12-03-75
Amended 02-15-78
Amended 06-24-09

10705. RENTAL OF MOTOR VEHICLES. Employees may, during authorized travel outside of Los Angeles County, rent a motor vehicle for use within a radius of 100 miles of the point of rental provided that such vehicle is needed to accomplish the purpose of the travel in the most practical manner.

Adopted 12-03-75

10706. REQUEST FOR REIMBURSEMENT. When the Board authorizes an employee to attend a convention or perform similar services with traveling expense to be paid by the Board, the request for reimbursement shall be itemized and accompanied by an affidavit of the correctness of said charges.

Adopted 12-03-75
Amended 11-26-85

10707. OTHER REIMBURSEMENTS. Any reimbursement received by a person attending a convention or performing similar services from sources other than the Board shall be deducted from the bill for expenses submitted for reimbursement.

Adopted 12-03-75
Amended 11-26-85

10711. TRANSPORTATION COST. When transportation is by public conveyance, allowance for air or train travel shall be at the coach rate. First class travel accommodations shall be permitted only when coach accommodations would be impractical. Reimbursement for travel by private automobile to destinations beyond a 100 mile radius of the Los Angeles City Hall shall be at a rate of fifty-six and one half cents (56.5¢) per mile. All such travel shall not exceed the cost of the appropriate available common carrier to the destination. Priority of availability for determination of payment shall be: (1) Air, (2) Rail, (3) Bus.

Adopted 08-01-73
Amended 12-03-75
Amended 08-15-79
Amended 06-26-91
Amended 05-07-97
Amended 03-10-99
Amended 03-20-02
Amended 12-19-07 (Effective Date 1/1/08)
Amended 07-23-08 (Effective Date 7/1/08-12/31/08)
Amended 01-14-09 (Effective Date 1/1/09)
Amended 01-13-10 (Effective Date 1/1/10)
Amended 04-13-11 (Effective Date 1/1/11)
Amended 08-10-11 (Effective Date 7/1/11)
Amended 12-19-12 (Effective Date 1/1/13)

10716. ACTIVITIES WHILE TRAVELING ON DISTRICT FUNDS. All persons associated with this District traveling on District funds shall not knowingly patronize any facility that discriminates its membership policy based upon race, religion, national origin, or sex.

Adopted 03-28-73