6002. ADMINISTRATIVE REGULATIONS ON EXPENSES FOR SPECIAL IN-SERVICE TRAINING SESSIONS AND MEETINGS

6002.1 The Superintendent-President may authorize the payment of expenses for special in-service training sessions and meetings held on or off campus. For sessions and meetings where the total expenses are $399 or less, the Superintendent-President may delegate the approval to members of the Executive Committee. Expenses may include supplies, refreshments, and other expenses necessitated by the special in-service training session or meeting. Expenses shall not be paid for routine meetings of staff members.

Included within the scope of special in-service training shall be:

1. District-conducted events or workshops, and
2. Events or workshops arranged by the District and conducted by the District or other persons or firms for District in-service training.

Excluded shall be:

1. Administrative operational meetings, department meetings, budget planning sessions, similar meetings, and
2. Events, workshops, training sessions, or similar events sponsored by outside agencies, associations, or firms.

6002.2 Prior to the special in-service training session or meeting, the session or meeting and expenses related thereto shall be approved by the activity center manager, Dean or Director, appropriate Vice President, and the Superintendent-President (unless the expenses are $399 or less), on an Authorization for Expense - Special In-Service Training Sessions and Meetings Form.

6002.3 After the special in-service training session or meeting, the Authorization for Expenses - Special In-Service Training Sessions and Meetings Form, with receipts for expenses incurred attached, shall be submitted to the appropriate Vice President and the Superintendent-President (unless the expenses are $399 or less), to authorize payment of such expenses.

6002.4 After payment authorization, the Authorization for Expenses - Special In-Service Training Sessions and Meetings Form shall be forwarded to the Fiscal Services Department for processing and reimbursement of the requesting party.
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