ADMINISTRATIVE REGULATIONS
ON PROFESSIONAL CONFERENCE ATTENDANCE

3024.1 The Superintendent-President shall be responsible for administering these regulations.

3024.2 Professional Conference Defined

For purposes of this administrative regulation, 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 (without prior approval of the Superintendent-President).

D. Special interest meetings outside the scope of the definition.

E. Meetings of professional organizations whose interests are outside the scope of the employee's normal work assignment.

F. Conferences for which the employee does not request reimbursement of expenses from the District. Individuals requesting to attend a conference for which there is no cost to the District should complete a “Request for Paid Leave of Absence Form.”

3024.3 Application to Attend Professional Conferences

A. Eligibility. Any classified, academic, or administrative employee is eligible to apply for permission to attend professional conferences, within limitations as described in the Master Agreements where applicable.

B. Application Process

1. Refer to the procedure, available in the Fiscal Affairs office, for Air Travel, Lodging and Vehicle Rental document, if conference requires air travel, lodging, or vehicle rental.
2. A Conference Attendance Form must be completed for any conference, regardless of the duration of the conference if the employee requests reimbursement of expenses from the District. (If the employee does not request reimbursement of expenses from the District, he/she should complete a “Request for Paid Leave of Absence Form.”) A Conference Attendance Form must be completed by each employee attending a conference. Expenses for more than one employee cannot be combined on one form.

3. Conference Attendance Forms are available in the offices of the vice presidents, administrative deans, deans, and directors.

4. For academic personnel, the Conference Attendance Form requires recommendations by the department head and appropriate dean, or area vice president. All academic conference requests shall be directed through the Faculty Professional Development Committee (FPDC), which establishes guidelines for and processes approval of academic conference funding. Additionally, any exceptions to the FPDC guidelines and processes must be coordinated through the FPDC.

5. For classified personnel, the Conference Attendance Form requires approval by the supervisor, the dean or director, and by the area vice president or administrative dean.

6. Conference Attendance Forms must be approved by the area vice president or administrative dean, as appropriate. See 3024.5F for advance payment procedures.

C. The District may request an employee to attend a professional conference. When such a request is made and the employee accepts, the District shall reimburse expenses up to the agreed-upon limit or 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 will be the responsibility of the employee.

3024.4 Allocation of Surplus Funds for Employee Attendance at Professional Conferences

The Superintendent-President, vice presidents, and administrative deans, in consultation with their respective deans/directors, will apportion their excess conference funds (from District general fund only) by June 1 to attendees who did not have their conference expenses paid in their entirety, based on criteria developed within their own areas. To that end all original conference claims at the time of submission must contain all expenses incurred at that
conference, even if originally unfunded, and must have been submitted in a timely manner (three weeks after conference). If any additional fund allocations are to be awarded to a claimant, the claim must exceed a minimum of $25 in additional expenses. Only one such additional allocation will be approved per conference per claimant.

3024.5 Salary and Expense Allowance

When a request to attend a professional conference has been initiated by the employee or District and 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 and a substitute will be provided if necessary. The salary of the substitute will be charged to the appropriate substitute account. There shall be no overtime paid for travel to, or attendance at a conference.

B. Reimbursement for conference expense will not exceed the approved amount on the Conference Attendance Form. If an employee is to be reimbursed for only a part of the conference expense, and the reimbursement is less than the cost of the air fare, the employee is responsible for obtaining and paying for his/her own airline ticket.

C. Claims may be submitted for the following expenses:

1. Registration fee (receipt required).

2. Mileage (District chart or odometer reading). Payment of mileage for driving to a conference site rather than flying, will be airfare (tourist class only) or mileage expense, whichever is less.

3. Parking (receipt required).

4. Meals. Employees have the option of selecting one of two meal reimbursement plans for a conference. The meal reimbursement plan selected must be used for the entire conference.

(a) Meals (receipt required for meals over $5.00). Meals, including gratuities, not to exceed: breakfast, $10; lunch, $15; dinner, $25. The meal limitations do not apply to meals that are part of the conference program. Meals may only be charged to conference funds while at the conference or at a stopover en route to or from the conference. Employees may only charge for breakfast if they leave their residence to attend the conference before 6 a.m. Employees may only charge for dinner if they arrive back home from a conference after 7 p.m.
(b) Per diem allowance for meals and incidentals (no receipt required). Total per diem not to exceed $45. Incidentals include meal gratuities and snacks. Meals for less than a full day will be reimbursed as described in (a) above. A full day is defined as being away from your residence from at least 6 a.m. to 7 p.m. If a conference registration fee includes meals, the meal furnished will be deducted from the per diem as described in (a) above, e.g., if lunch is provided, $15 will be deducted from the per diem amount allotted for that day.

5. Lodging (itemized hotel/motel receipt required). Actual lodging cost, not to exceed charges at the single occupancy rate, shall be allowed.

6. Airport transfers, taxis (receipt required).

7. Car rental (receipt required).

8. Telephone and electronic communications expenses (only if incurred in conducting College/District business).

9. Reimbursement of gratuities for transportation will not exceed 20% of the services provided.

10. Other tips for services, such as baggage handling, will be limited to $10 per conference. In unusual circumstances where excess baggage (projectors, literature, etc.) is required to support the conference, the actual costs above the $10 limit will be authorized. A receipt must be provided for reimbursement.

D. The following costs are not to be charged to the conference account for employee attendance at professional conferences:

1. Membership fees or dues.

2. The cost of alcoholic beverages as a meal expense or as any other type of expense.

3. Extras such as health spa, movies, recreational tours, etc.

E. Expenses for overnight lodging will not be reimbursed for trips within 50 miles of the college without prior approval of the Superintendent-President.

F. An advance of funds may be authorized prior to the event. A request for an advance MUST be received, with the Conference Attendance Form, in the cashiering office at least five (5) working days prior to the issuance of the check. Advance funds may not include airfare if airfare
is charged to District declared travel agency. Advance may be given either for up to 80% of the approved estimate of conference expenses or to prepay 100% of specific expenses (i.e., registration fees). Advances will only be issued for conferences costing more than $100 or specific expenses costing more than $50. When the claim is filed, it must reflect all expenses, including those expenses covered by the cash advance. The excess expenses will be paid to the claimant. If the advance exceeds the actual expenses, the staff member shall submit a check for the difference with the claim within three (3) weeks of return.

G. Reimbursement for expenses will be made after expense statements with required receipts and required reports have been filed.

H. Individuals who receive an advance and do not attend the conference must return the advance immediately.

3024.6 Required Reports

A. The following reports and receipts are required within three (3) weeks following the conference before reimbursement of expenses:

1. For conferences funded with District general funds, the employee shall, at the supervisor or department head's discretion, file a typed summary report of conference outcomes and potential benefit to the District. The employee may include copies of papers presented during the conference.

2. For conferences funded with AB1725 dollars, the employee shall submit, to the appropriate supervisor or department head, a typed summary report of conference outcomes and potential benefit to the District.

3. If the conference approval included coverage of expenses, the employee shall complete the Claim Portion of the Conference Attendance Form, attach required receipts and file it with the appropriate supervisor. Reimbursement of expenses will be made only after the completed form and required receipts are received by Fiscal Affairs.

B. Individuals who have not submitted the required reports and receipts will not receive approval for payment for the conference in question and will not receive approval for subsequent conferences until the previous conference reports and receipts are submitted.

C. All claims for reimbursement for conference attendance must be submitted within the same fiscal year in which it was accrued or no later than September 1 of the next fiscal year. Claims submitted after September 1 of the next fiscal year will not be honored.
3024.7 Exceptions to these regulations may be made only with the knowledge and consent of the Superintendent-President or Vice President, Administrative Services.