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**Administrative Procedure**  
Chapter 6 – Business & Fiscal Affairs

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**AP 6975 EXPENSES FOR SPECIAL IN-SERVICE TRAINING,  
WORKSHOPS, OR EVENTS**

**References:**

No specific references

The Superintendent-President or designee may authorize the expenditure of funds for refreshments and meals for in-service training, workshops, or events held on or off campus, which are deemed necessary, appropriate, reasonable, and advance the mission of the District. For in-service training, workshops, or events, 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 in-service training, workshop, or event. There must be a business reason to keep the group together during that meal period, and it must support continuation of the training, not be the primary function. Expenses shall not be paid for routine meetings of staff members.

Included within the scope of in-service training, workshops, or events shall be:

1. District-conducted workshops or events, and
2. Workshops or events 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, routine meetings, similar meetings, and
2. Workshops, events, training sessions, or similar events sponsored by outside agencies, associations, or firms.
3. Individual personal occasions, including retirements and birthdays.

Authorization must be obtained in advance of the in-service training, workshop or event.

- A. The approved In-service Expense Authorization Form must be attached to the requisition prior to being approved by the Administrator or attached to the Revolving Cash voucher requesting reimbursement.
- B. For each event on an open Purchase Order, departments must provide an In-service Expense Authorization Form and required support documents.

Also see BP 6975 Expenses for Special In-Service Training, Workshops, or Events and BP/AP 7160 Professional Development.

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*(Replaces former LBCC AR 6002)*