

Board Member Training/ Conferences/ Seminars/ Travel

B-130

PURPOSE: This policy establishes the general rules for attendance at training, conferences, seminars and other travel. Board members will limit expenses being borne by the District to be within the allowed limits.

B-130-10 Attendance Encouraged, but Annual Limit on Number of Conferences/ Seminars/ Trainings. Board Members are encouraged to attend educational training, conferences and seminars, and serve as representatives of the District at professional meetings that clearly benefit to the District and are directly related to improving the operation of the District. Since trips and travel expenses for training, conferences and seminars are being paid for with public funds, it shall be the responsibility of the official undertaking the trip to make every effort to attend the entire conference and/or as many sessions as possible to attain maximum benefit. Absent unusual circumstances, prior Board authorization must be received in order to receive financial reimbursement. Where information concerning these events is not received in a timely manner for consideration within the regular board meeting cycle, the approval of the president and if unavailable, the vice president should be obtained and the matter placed on the next regular Board Meeting agenda for ratification. As a general rule, there shall be a limit of four (4) conferences or seminars per fiscal year for each Board Member. The District will pay expenses in accordance with the approved usual and reasonable travel related reimbursement schedule found in District policy. For multi-day conferences, compensation shall be at a maximum of one meeting per day. Further specificity is set forth in District Policy 2105.

B-130-20 Usual and Reasonable Costs (Cost Control). The District will pay all usual and reasonable costs (Ref: District Policy 2105), associated with authorized attendance at approved training, conferences, seminars, and other travel, including, but not limited to, registration, lodging, personal automobile mileage, meals, ground transportation and travel. A meal expense will not be allowed when the meal is provided as part of the registration cost of the attended function. Board members must submit their Expense Report form within 45 days of the expense being incurred, accompanied by receipts documenting each expense. Further specificity is set forth in District Policies 2105 and 2106.

B-130-30 Report to Board. Any and all Board members who attend a conference/seminar/etc. for which the District has expended funds shall briefly report orally or in writing at the following District governing body regular meeting. If multiple officials attended, a joint report may be made.