

All Personnel

AR 4131(a)

4231

STAFF DEVELOPMENT

4331

Attendance at Conferences Sponsored by Professional Associations

Attendance by Baldy View Regional Occupational Program (ROP) personnel at conferences sponsored by professional associations may be granted in specific instances where the program and activities are deemed to be of value to the ROP. The Baldy View Regional Occupational Program Commission, upon recommendation of the Superintendent, may also approve attendance at specified conferences with the full cost, including substitutes, borne by the sponsoring association when the activities are related primarily to association affairs.

The Superintendent may recommend attendance with partial or full reimbursement when participation will be of significant value to the assigned duties of the employee and to the interests of the ROP.

Out of state conferences will be limited and subject to Superintendent recommendation and Commission approval. Conferences involving student organizations or student competition will be subject to the same regulations and procedures as described herein.

All requests for conference attendance must be approved by the Commission in advance. A Conference Approval Request Form must be submitted to immediate supervisor at least four weeks before registration deadline for proper evaluation to occur and must be accompanied by:

1. A copy of the proposed agenda or program.
2. A statement of anticipated benefits to be gained from the conference as related to the assigned duties of the individual and to the interests of the ROP (included in the Conference Approval Request Form).
3. In the event that partial or full reimbursement is requested, a travel advance request stating anticipated expenses of the conference (if any) which the ROP will be asked to reimburse, must be submitted in accordance with regulations relating to travel advance requests.

In order for appropriate planning to occur with budgetary conditions being considered, a Master Conference Plan will be submitted to the Commission for approval at the beginning of the fiscal year.

STAFF DEVELOPMENT (continued)

Conference Expenses

1. Transportation:

a. Tourist airfare

Travel arrangements shall be made through ROP staff and an accompanying invoice will need to be submitted.

b. Travel by private vehicle at the established mileage allowance up to the total cost required traveling by air.

(1) If ROP personnel travel together in the private vehicle of one employee, the per mile rate established by the Commission shall be allowed to the owner of that vehicle as payment for the travel expense of the group.

(2) Employees must adhere to commission policy #3350, Travel Expense, and accompanying administrative regulations for reimbursement.

(cf. 3350 - Travel Expenses)

c. Automobile Rentals

(1) Automobile rentals are authorized only where unusual circumstances exist.

(2) Prior approval is required.

(3) The average government automobile rental rate for the area where the conference is being held will be reimbursed.

(4) Extra insurance for \$100 deductible shall be purchased when renting an automobile. A staff member who has an accident in a rental automobile is liable for the deductible if the insurance was not purchased.

(5) A paid receipt is required for such reimbursement.

d. Actual parking expenses will be allowed. A paid receipt is required for such reimbursement.

STAFF DEVELOPMENT (continued)

2. Lodging:

- a. The average government or conference room rate for the area where the conference is being held will be reimbursed.
 - (1) A paid receipt is required for such reimbursement.
 - (2) Reimbursement for lodging shall not exceed the rate for single occupancy lodging.
- b. Overnight lodging or mileage reimbursement will be authorized for conferences within a 50-mile radius of the ROP office and with prior approval of the Superintendent.

3. Meals:

A paid receipt is required for such reimbursement.

Reimbursement for meals shall be based upon actual and necessary meal costs. If the actual costs for meals for the day exceed the limitation prescribed herein, the additional cost above the limit shall be absorbed by the claimant.

If a banquet breakfast, luncheon or dinner is an official part of a conference or meeting and the prescribed fee exceeds the meal limitation amount, it will be reimbursed at actual cost with appropriate documentation. No reimbursement for meals will be made if the meal is included in the cost of the registration.

The following are approved meal limitations including tax and tip but excluding any charges for alcoholic beverages:

- a. Breakfast \$15.00

No breakfast reimbursement shall be made for trips originating after 6:00 a.m.

- b. Lunch \$20.00

- c. Dinner \$30.00

No dinner reimbursement shall be made for trips that would normally terminate in the district by 6:30 p.m.

STAFF DEVELOPMENT (continued)

4. The Commission shall authorize payment of all actual, necessary conference expenses. The following conditions shall apply:
 - a. Prepayment of registration fees, lodging deposits and airline tickets whenever desirable.
 - b. To be reimbursed, each employee must file with his supervisor an itemized claim with attached receipts and registration form within five working days of his/her return from a conference.

Advanced Travel Expense Process

On approval of their Supervisor and the Superintendent, an employee may request advance travel expenses up to 80 percent of estimated expenses.

Expenses of this type must have the specific approval of the Commission and be voted upon and passed as a separate item of the agenda.

A requisition should be presented by the employee with the exact amount requested.

After following regular procedures for signatures, etc., the requisition is forwarded to the Business Office.

After travel advance has been approved by the Commission, it is then submitted to the County for payment.

A reimbursement form is to be sent to the Business Office on completion of the trip or assignment and the advance travel expenses will be deducted from the total amount reimbursed.