

1. **REQUEST FOR CONFERENCE ATTENDANCE PROCEDURES.** An employee making a request to attend a conference in accordance with Board Rules and Regulations shall obtain from the employee's location the standard form. Request for Conference or Activity Attendance, prepared as directed and submit it to his/her President or Division Head not later than 21 days prior to the requested date of attendance.

10702. **TRAVEL AUTHORIZATION-EMPLOYEES.** The Board of Trustees hereby delegates to the Chancellor or a designee authority to authorize employees to attend conferences, conventions, meetings of committees, commissions, in-service training, and other groups, and to perform similar services or travel in the performance of assigned duties. Reimbursement for actual and necessary expenses while performing such services for the District shall be in accordance with Board Rule 10704 provided that the funds budgeted for such purpose are available and approved for such use. Advance travel funds may be granted not to exceed 90 percent of estimated expenditures excluding transportation costs for trips, or for deposits for in-service training facilities. Advance must total a minimum of \$100.00. A substitute may be provided in the absence of the employee.

10704. **REIMBURSABLE EXPENSES.** Reimbursement for actual and necessary expenses may include:

- Transportation to and from destination.
- Lodging and meals.
- Conference fees.
- Telephone or telegraph.
- Porterage where charged as specified fee.
- Local transportation at place of meeting.
- Other miscellaneous items directly related to District business.

Items excluded:

- Intoxicating spirits.
- Tips or other gratuities.
- Personal telephone calls or other expenses of a personal nature.

2. **OTHER REIMBURSEMENTS.** Any reimbursement received by a person attending a conference or performing similar services from sources other than the Los Angeles Community College District shall be deducted from the bill for expenses submitted for reimbursement. The following items must accompany all travel claims submitted for reimbursement: copy of transportation ticket (or ticket stub), copy of hotel/motel statement, copy of any car rental agreement, copy of conference registration fee receipt, copy of receipt for meals if daily total exceeds \$25.

10705. **RENTAL OF MOTOR VEHICLES.** Employees may, during authorized travel outside of Los Angeles County, rent a motor vehicle for use within a radius of 100 miles of the point of rental, provided that such vehicle is needed to accomplish the purpose of the travel in the most practical manner.

10711. **TRANSPORTATION COSTS.** When transportation is by public conveyance, allowance for air or train travel shall be at the coach rate. First class travel accommodations shall be permitted only when coach accommodations would be impractical. Reimbursement for travel by private automobiles to destinations beyond a 100 mile radius of the Los Angeles City Hall shall be at the rate of fifty four and a half (.545) cents per mile. All such travel shall not exceed the cost of the most appropriate available common carrier to the destination. Priority of availability for determination of payments shall be: 1. Air, 2. Rail, 3. Bus.

7501. **MILEAGE.** Allowance for transportation by private automobile to and from a place or places of service located within one hundred (100) miles from the Los Angeles City Hall shall be at the existing authorized rate for college business mileage.