

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER E-62

REFERENCE:	TOPIC: Regulations on Class-Related Activities Expenditures
ISSUE DATE: December 1, 1979	INITIATED BY: Business and Finance
CHANGES: Section 2, 3(a), 4(a)(b)(c)	DATE OF CHANGES: October 21, 2012

The following regulations relate to expenditures of District Funds in class-related (formerly co-curricular) activities:

1. TRANSPORTATION AND TRAVEL

- a. Transportation beyond 50 miles: Colleges are required to provide the necessary transportation for all class-related events occurring outside a 50-mile radius of campus. This transportation shall be in a vehicle rented, leased, or chartered by the District.
- b. Transportation within 50 miles: Colleges may provide transportation or may allow students to provide their own transportation to class-related events occurring within a 50-mile radius of campus. When District transportation is not provided, a student's inability to participate in an event shall not affect the course grade.
- c. Restriction on District employees providing transportation: District employees are not authorized to transport students in their vehicles, or to assign students to travel in privately owned vehicles.
- d. Travel within California: District funds may be expended for meals and other expenses authorized by Board Rule 9705 while traveling or in attendance at events away from the college.
- e. Out-of-state travel: Travel may be authorized to locations outside of California if justified as being essential to the instructional program and equivalent opportunities are not available within the state. Approval by the Board of Trustees is required. When time will not permit prior Board approval, out-of-state travel may be authorized by the Vice Chancellor Education Services subject to Board ratification.

2. AWARDS

District General Purpose (Fund 10100) may not be expended for plaques or trophies; however, engravings on existing perpetual trophies for class-related activities and printed certificates or resolutions presented to individuals are permitted.

3. **BANQUETS/MEALS**

- a. District General Purpose (Fund 10100) may not be expended for food/meals or banquet activities, except as authorized under Board Rule 9705.

Exception: Expenditures may be made for banquets or meals at conferences or conventions when the cost is part of the student conference attendance expense.

- b. A host college may provide food/meals or banquet activities as part of an event involving other colleges and for which an entrance fee is required of participants. The amount expended is limited to the amount collected from participants.
- c. Donations from non-district sources may be used to fund college awards and awards banquets provided no District funds are expended.

4. **ARTISTS AND PROFESSIONAL EXPERTS**

- a. District General Purpose (Fund 10100) funds may not be expended to pay for artists or entertainers to perform in a non-class-related activity such as Noon Concerts or other student and community events.
- b. Expenditures of General Purpose (Fund 10100) funds may be made with prior approval of the Vice Chancellor of Institutional Effectiveness for artists or professionals to assist or participate in a class-related activity or performance when their services are essential to the class and cannot be provided by regular District employees or students.
- c. Expenditures of General Purpose (Fund 10100) funds for artists and professionals who are paid from the revolving fund are subject to Fiscal Services procedures, fund regulations, and to the same regulations stated in 4a and b above with the exception that they do not require the prior approval of the Vice Chancellor of Educational Services.

5. **PHYSICAL EXAMINATION AND PHYSICIANS SERVICES**

- a. Physical examination. A District Confidential Medical History Form must be on file for all students participating in intercollegiate athletics, as evidence that the student has passed a physical examination and is approved to participate in the sport.
- b. Medical examinations and other physicians services may be performed by a physician on the District staff, by a physician under contract to the District, or by a physician selected and paid by the student, provided the District Confidential Medical History Form is used.

- c. Colleges may request students to obtain medical examinations from their own physician. However, a student cannot be denied an opportunity to take a class for which a physical examination is required due to lack of funds.
- d. Colleges must secure the services of game physicians for home events through a Request for Contract if the physician is to receive compensation.
- e. If the game physician is donating time to the District, colleges must send a memo to the Contracts Section naming the physician and the services he or she will be providing.
- f. Colleges must ensure that the physicians have their own malpractice insurance and are aware that the District does not carry malpractice insurance coverage for game physicians.