

CITRUS COMMUNITY COLLEGE DISTRICT BOARD POLICY

P-4134
Page 1 of 1

CONFERENCES

Citrus Community College District supports attendance at appropriate conferences as a part of the staff development or in service education program.

Approval by the Board of Trustees must be secured for attendance at any conference which would require the employee to be absent from regular assignment, or for which a request for reimbursement of expenses is made.

All requests for conference attendance must be approved by the employee's immediate supervisor, department head, or dean; appropriate vice president and the Superintendent/President. All requests approved through channels will be submitted to the Board of Trustees for final consideration and approval.

Whenever an employee is authorized to represent the college at a conference, all necessary and reasonable expenses shall be paid by the District - unless a maximum amount is specified.

The Office of Instruction shall administer all conference and travel funds for faculty members.

Transportation shall be by air coach, railroad, or school car. The Business Office will purchase all tickets. If a school car is not available, one's personal car may be used and compensation shall be at the current district rate per mile. If one's personal car is used on a trip of more than 150 miles, compensation may be at the rate of air coach rather than the district rate per mile, if the overall expense involved is less than the per-mile basis.

Generally, time spent in attending conference shall not exceed five (5) working days per year. To exceed the five day limitation, one must secure prior approval from the Superintendent/President of the college. Employees holding office in state or national professional organizations are exempt from this five-day limitation.

Adopted 6/20/61
Revised..... 12/14/76