

626 REIMBURSEMENT OF RATERS' TRAVEL AND EXPENSES

Education Code Section(s)

88080. (a) The commission shall prescribe and, amend, and interpret subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the community college employer of the classified employees who would be affected have been given reasonable notice of the proposal.

- A. Raters participating in an examination process administered under the auspices of the Personnel Commission may be reimbursed for travel and other expenses necessarily incurred as part of the process. In lieu of the reimbursement process, expenses outlined in this rule may be paid for in advance in accordance with established District purchasing procedures.
- B. Reimbursement is typically limited to raters for classified senior administrative positions where the recruitment of qualified raters has been difficult requiring raters from outside the Los Angeles area, and/or situations where travel by the rater may result in test administration complications/difficulties.
- C. Expenses eligible for reimbursement shall be for actual and necessary traveling expenses which typically include:
 - Transportation to and from destination, including related parking expenses
 - Lodging and meals
 - Tips or gratuities associated with meals, not to exceed 15% of the subtotal cost of each meal where gratuity is given and supported by a printed transaction receipt
 - Daily tips or gratuities involving overnight travel related to portage, housekeeping, and valet not to exceed \$5 per day

LOS ANGELES COMMUNITY COLLEGE DISTRICT
PERSONNEL COMMISSION

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LAW AND RULES

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- Business related telephone calls
- Additional portage where charged as a specific baggage handling fee
- Local transportation, i.e. taxis, buses, shuttles, local trains
- Other miscellaneous items directly related to the business

Items excluded include:

- Alcoholic beverages
- Personal telephone calls
- Expenses of a personal nature

- D. Raters must receive written confirmation of the Personnel Commission's intent to reimburse for expenses in advance of incurring the actual expenses. When possible, the nature of expenses shall be agreed to in advance.
- E. Any rater submitting expenses for reimbursement must submit appropriate proof of such expenses, e.g. invoice, receipt, ticket, to the Personnel Director or designee.
- F. The Personnel Director shall have discretion to authorize reimbursement for up to \$1,000. Reimbursement for expenses beyond \$1,000 shall be approved by the Personnel Commission.
- G. The source of funds shall be the applicable budget of the Personnel Commission or the location to which the position will be assigned with the agreement and approval of the President or Division Head.