

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

**INDEX NUMBER PS-1**

<b>REFERENCE:</b> Board Rules, Chap. X, Art. VII, Rule 10702	<b>TOPIC:</b> Travel Expenses: Conferences
<b>ISSUE DATE:</b> July 1, 1971	<b>INITIATED BY:</b> Human Resources
<b>CHANGES:</b> Section 2, 4(b)	<b>DATE OF CHANGES:</b> January 23, 2013

**1. ATTENDANCE WITH SALARY EXPENSES**

An employee may be directed to attend a conference without loss of salary and with reimbursement for actual and necessary traveling expenses when:

- a. the employee occupies an administrative or supervisory position with responsibility relating to a field or subject which will be considered and discussed at the conference, or
- b. the employee has a special curricular interest in and qualifications relating to a field or subject which will be considered and discussed at the conference, and the individual is qualified to offer a significant contribution to the District on his/her return from the conference, or
- c. attending of the employee is considered to be of such importance or value that the Chancellor initiates the request.

**2. ATTENDANCE WITH SALARY BUT WITHOUT EXPENSES**

An employee may be authorized to attend conferences without loss of salary, but with no reimbursement for expenses when:

- a. the conference is one in which the employee has responsibility in an official capacity or as a part of the program, or
- b. the employee is attending in order to improve himself/herself as an employee, or for the improvement of his/her position directly or indirectly, with limited benefits to the District, or
- c. attendance of the employee at the conference is approved but not necessarily requested by the Chancellor.

The Chancellor reserves the option of refusing to recommend that salary be paid to an employee in cases where it is known to the Chancellor that the purpose of the trip may be to lobby on a subject before the legislature or one of its committees in opposition to a definite stand or official action taken by the Board of Trustees.

3. **ATTENDANCE WITHOUT SALARY AND WITHOUT EXPENSES**

An employee may be granted an informal leave of absence to attend a conference without salary and with no reimbursement for expenses in accordance with leave of absence rules of the Board of Trustees and the Personnel Commission.

4. **WHEN ATTENDANCE NOT RECOMMENDED**

An employee's request for conference attendance may not be approved when:

- a. the number of requests made by other employees for attendance at conferences covering the same period of time is so large that the conference attendance of additional employees would seriously interfere with the service of the District, or
- b. the Chancellor or his/her designee is of the opinion that the absence of the employee from duty would materially interfere with the operation of the District.

5. **UTILIZATION OF INFORMATION**

Presidents shall discuss purpose, itineraries, and other details with the employees attending conferences. An employee attending a conference shall be requested to utilize every opportunity for gaining information and materials, to evaluate what he/she has gained through conference attendance, to consider how the knowledge and materials gained may be applied and disseminated, and upon return, to review the values gained with others in the field.

6. **ATTENDANCE AT CERTAIN CONFERENCES LIMITED TO MEMBERS OF PRESIDENT'S COUNCIL**

Conference that are of concern only to a limited number of people, as determined by the Chancellor, shall be attended only by those employees who are members of the President's Council.