



Administrative Regulation
Chapter 7 – Human Resources

AR 7400 TRAVEL

Conferences, Workshops and Meetings Attendance

Necessary expenses for attendance at conferences, workshops, meetings and college visitations include expenses incurred for substitutes, hotel, motel, portorage fees, meals, registration fees, taxi, bus, airport limousine, baggage transfer, bus or airport lockers, telephone, instructional materials and conference materials (such as tapes or publications), car rentals, and parking fees. Necessary expenses for the following types of meetings, conventions and conferences will be paid by the District when such plans have been approved by the Superintendent/President and/or Board of Trustees.

1. Within the State of California

- A. Meetings called by the Chancellor's Office of the Board of Governors, California Community Colleges.
- B. Regular or committee meetings of Legislature.
- C. Meetings or conferences of any society, association or organization for which the District has approved membership.
- D. Meetings of accreditations, councils or commissions of California public agencies or related Federal agencies.
- E. Visitations to California colleges for the discussion of any college matter of interest to the District.
- F. Any meeting within the State deemed by the Superintendent/President or the Board of Trustees to relate to public college matters.
- G. Conferences or visitations may be approved by the Superintendent/President. Such approved absences from the college shall be for official District purposes only.

2. Out of State

- A. Meetings with representatives of the United States Government to discuss college district business.
- B. Meetings concerned with educational legislation or Federal appropriations to public colleges.
- C. Visitations of colleges for the purpose of observing different kinds of college organization or instructional methods.
- D. Any meetings out of the state deemed by the Superintendent/President or the Board of Trustees to relate to public college matters.

3. **Limitations of advances and time period** in which subsequent **claim is to be filed:**
 - A. The limitation on an advance is 90% of the total estimated cost.
 - B. Upon employee's return from a conference for which an advance of funds has been authorized, a claim for reimbursement reflecting actual expenses must be filed within 30 days.
4. Reimbursement for stopover and general visitations to other colleges or agencies enroute to and from conferences is authorized.
5. Mileage by private automobile inside and outside of Los Angeles County shall be at the current Internal Revenue Service mileage rate except for employees receiving a mileage allowance. They shall not include mileage for conferences or meeting within 100 miles of Santa Monica College.
6. **Reimbursement**
 - A. Expense reports will be reviewed for unusual cost items and for items not reimbursable under the law.
 - B. Reimbursement for travel and conference expenses may be made from either the Revolving Cash Fund or by "B" warrant.
7. Use of District automobile outside of the District is authorized where cost is not more than other means of transportation.
8. Reimbursement for expenses for conference attendance during a non-pay summer period is limited to necessary conference expenses as defined unless additional expenses are authorized by the Superintendent/President.
9. Budget control will be the responsibility of the Associated Vice-President, Business Services.

Also see BP/AR 2735 Board Member Travel, BP/AR 4300 Field Trips and Excursions, and AR 6530 District Vehicles.

References:

Education Code Section 87032;
2 Code of Federal Regulations Part 200.474

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(Replaces SMC AR 3133)