

# Article 11

# Conference and Travel

## 11.1 **Conference and Meeting Attendance**

Unit members may be authorized by the District to attend conferences, workshops or meetings which are directly related to their work assignments and institutional responsibilities without loss of pay when it has been determined by established college procedures that the District, the students, and the member will profit by attendance.

## 11.2 **Administration of Conference/Travel Funds**

11.2.1 Funds made available for conference and travel at each college will be divided equitably among the disciplines and areas of the college and will be administered by established college procedures. Such procedures shall be published.

11.2.2 Unit members will receive reimbursement for previously authorized reasonable and necessary expenses up to the amount specified on the authorization form.

11.2.3 Out-of-state travel shall require approval of the Chancellor.

## 11.3 **Use of Private Vehicles in Conducting District Business**

11.3.1 Unit members who report to a regular place of work and then are required as part of their regular workload to travel in their private vehicles to another location will be reimbursed at the established District rate for the miles traveled between the two locations. Mileage after reaching the additional location will be allowed only in the case that the member is required to return to the principal place of work before the close of the working day.

11.3.2 A unit member having an assignment requiring that part of his/her regular contract routine duties be performed at a location away from his/her principal place of work is expected to use a District vehicle whenever possible and can receive mileage reimbursement only when no District vehicle is available.

11.3.3 The distance from a unit member's principal place of employment to an off-campus location is to be greater than two (2) miles in length to be eligible for reimbursement.