

AMERICAN RIVER FLOOD CONTROL DISTRICT Policies and Procedures

POLICY TITLE: Conferences and Education

POLICY NUMBER:

Members of the Board of Trustees are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. Trustees shall not attend conference or training event when it is apparent that there is no significant benefit to the District.

Authorization to Attend: Attendance by Trustees at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Trustees prior to the District incurring any reimbursable costs.

Reimbursement of Expenses: It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted. All expenses for which reimbursement is requested by Trustees, or which are billed to the District by Trustees, shall be submitted with validated receipts. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines.

Expenses to the District for Board of Trustees' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the staff, and by:

- Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.
- Trustees traveling together whenever feasible and economically beneficial.
- Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

Reports Following Conferences: Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, Trustees will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Trustees and staff.