

**POLICY # 4125** Training, Education and Conferences**EFFECTIVE DATE** 1/22/2026**VERSION # 1****APPLIES TO**

Division	Districtwide
Sub-Division	Administration

VERSION	REVISION DATE	DESCRIPTION OF CHANGE/SUPERSEDE	AUTHOR
1	1/16/2026	New Policy	Administrative Director

PROCEDURE

Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to their local agency's business. Directors shall not attend a conference or training event when it is apparent that there is no significant benefit to the District. Directors shall not attend or engage in any activity tour or journey for pleasure at public expense where there is no significant benefit to the District. (e.g. "junkets" or other such events that are not beneficial to the District.

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, education-al 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.

The Finance Manager shall reimburse Directors for conference tuition and registration expenses, and for reasonable per diem expenses. Reasonable per diem expenses, when appropriate, shall include meals, lodging, and travel. Reasonable per diem expenses shall not include additional costs incurred over the standard rate for upgrades in airfare, transportation, or lodging. Reasonable per diem expenses shall not include expenses incurred in taking a guest, such as a spouse or child. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Finance Division Manager, together 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.

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

Policy #4125 – TRAINING, EDUCATION AND CONFERENCES

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

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

Authority: General Manager; Board of Directors

Approved by the Board of Directors on January 22, 2026