

MJUSD  
DIVISION 4000  
ALL PERSONNEL  
ADMINISTRATIVE REGULATION

ATTENDANCE AT PROFESSIONAL CONVENTIONS/CONFERENCES AR 4131  
4231  
4331

Requests for attendance at professional conventions/conferences must be recommended by the employee's supervisor and approved by the Assistant Superintendent, Business Services or designee. No expense claim will be approved for payment unless previously authorized by the Assistant Superintendent, Business Services or designee.

**Travel and Expense Allowance**

Expense reimbursement claims shall be at the highest rate of the two (2) bargaining unit agreements. Sales tax and a gratuity or service charge up to fifteen percent (15%) on allowance amounts may be added to the maximum negotiated rates. Expense reimbursements shall show time of departure and return.

Meals shall be authorized according to the following schedule:

<b><u>Meal</u></b>	<b><u>Departure Time</u></b>	<b><u>Return Time</u></b>
Breakfast	Before 7:00 a.m.	After 7:00 a.m.
Lunch	Before 12:00 noon	After 12:00 noon
Dinner	Before 6:00 p.m.	After 6:00 p.m.

Reimbursement limitations do not apply in the case of conference luncheons or banquets where no menu selection is possible. In unusual circumstances, exceptions may be made to the established rate.

(3/01)

(Former BP 4321 & 4322)