

PROFESSIONAL CONFERENCES	3252
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Rules and procedures for attendance at educational and professional conferences shall be established by the administration.

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Rules and procedures for complying with Board Policy 3252 shall be as follows:

1. Requests for conference expenses and travel allowances shall be submitted as part of the regular budget proposals each year.
2. All classes or services must be adequately covered by faculty or administrative personnel, unless a qualified substitute may be secured, when conference attendance during regularly scheduled school days is authorized by the appropriate manager.
3. Expense reimbursement shall be in accordance with the collective bargaining agreement between the San Luis Obispo County Community College District and the Cuesta College Federation of Teachers.
4. Out-of-state conference requests shall be considered on an individual basis.
5. District owned vehicles shall be used whenever feasible.
6. An annual evaluation of all conference and transportation expenses shall be made by the administration.

(Approved: 2/20/67)

(Revised: 11/13/79, 12/8/99)