

BOARD MEMBERS
CONVENTIONS, CONFERENCES, AND WORKSHOPS

BBH
(LOCAL)

Board members may attend the following regional, state, or national conventions, conferences, and workshops pursuant to the authority of this policy, with Board notification of attendance:

1. Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Annual Conference;
2. Association of Community College Trustees (ACCT) events:
 - a. Legislative Summit;
 - b. Governance Leadership Institute; and/or
 - c. ACCT Leadership Congress;
3. Texas Higher Education Leadership Conference (for new Board members), which is sponsored by the Coordinating Board;
4. Community College Association of Texas Trustees (CCATT) Annual Conference;
5. Texas Legislative Session meetings, hearings, and presentations;
6. Texas Association of Community Colleges (TACC) events; and/or
7. National Association of Latino Elected Officials (NALEO) Annual Conference.

Board members must submit notification of attendance to the Board. All conferences are allowed under this policy contingent on the availability of funds in the travel budget for the Board.

If a Board member wishes to attend an event not included in the approved list, the Board member may request authorization from the Board. Without prior Board authorization, the College District is under no obligation to pay for the trip or its expenses.

Events/conferences not included in the approved list but submitted for authorization must be deemed by the Board to be necessary or desirable in carrying out the educational functions of the College District. [See BBG]

Reimbursement and Expenses

[See BBG(LOCAL) and Laredo College Board Travel Procedures Manual for allowable reimbursements and expenses.]

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**Unallowable
Expenses**

The following list of unallowable expenses is illustrative but not inclusive of all unallowable expenses during an authorized trip by a Board member:

1. Gasoline or repair costs for personally owned vehicles;
2. Passports or passport photos required for foreign travel;
3. Inoculations required for foreign travel;
4. Personal expense items such as cleaning or laundry;
5. Alcoholic beverages; and
6. Personal entertainment.