

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Meetings and Conferences
POLICY NUMBER: 213

213.10 The staff is encouraged to attend conferences and meetings subject to the General Manager's approval and budget limitations.

213.11 Transportation cost shall be limited to the least expensive method of travel.

213.12 Hotel accommodations shall be at the rate of a single occupant at the conference hotel, or another hotel at the same rate or lower as the conference hotel. Employees may bring spouses and family members with the additional cost over the single rate borne by the employee.

If an employee chooses to take their family along and stay at a less expensive hotel than the conference hotel, the employee will be reimbursed for actual expenses, not to exceed the rate for a single at the conference hotel.

213.13 The per diem rate allowance is established by the IRS Publication 152 Per Diem Rate, which has a rate for all cities in the United States. The per diem allowance will provide for meals and other expenses while in attendance at the conference or meetings.

213.20 Employees will be compensated up to 8 hours, per day, of scheduled hours missed at work while in attendance at the conference or meeting. No compensation will be given for hours at a conference or meeting that is not part of the employees normal work schedule.

213.21 A permanent full-time employee's work schedule may be adjusted to accommodate a conference or meeting so that the work week does not exceed 40 hours.

213.22 Part-time and seasonal employees will not be compensated for attendance at a conference or meeting unless their attendance is specifically required by their immediate supervisor, and with the approval of the General Manager.