



## **AP 2760 Special Events/Activities**

Reference:

Education Code 87032

1. The Board authorizes the purchase of food, refreshments and other items related to meetings or events for employees and non-employees at District-sponsored events.
2. When such purchases are made, the Board member should follow the procedures found in AP 2735 for reimbursement of expenses.
3. Alcohol, tobacco, tobacco related products, and other drugs may not be purchased with District resources, and are not subject to reimbursement.
4. The Board authorizes use of District funds to attend non-district sponsored special events/activities. District funds will be used for board member attendance only (no guests will be paid for with District funds). At the request of a board member, the CEO or designee will make a reservation for a guest while making the board member's District covered reservation. In this instance, the CEO or designee will indicate that the guest is personally responsible for their attendance fees and costs.
5. The board may authorize an advance of funds to cover necessary expenses. Such an advance shall be repaid or adjusted upon filing of a regular claim for the actual and necessary expenses incurred.
6. If the board member fails to provide proof of actual expenses (normally in the form of credit card receipts, hotel receipts, restaurant receipts, etc.) for business travel in the time allotted (30 days)), the member will not be allowed to attend future non-district sponsored special events/activities using District funds.

Board Approved 02/10/2021

Next review date spring, 2027