

### 5.13.0 — Attendance at Conventions, Conferences or Business Meetings

Travel expense and registration fees incurred by employees while attending a convention, conference, or business meeting will be reimbursed under the following conditions:

1. The officer or employee may claim the actual cost of the meals and lodging which constitute an official part of the convention, conference, or meeting in accordance with section 5.07.1 providing the following conditions are met:
  - The convention, conference or meeting was planned and arranged by a non-CSU agency.
  - The circumstances and cost of the meals or lodging were beyond the control of the officer or employee and the campus travel officer so certifies.
  - A receipt, indicating the actual amount paid, and is attached to the Travel Expense Claim, supports the claim. Reimbursement is not allowed for meals provided as part of the conference fee.
2. Registration fees will be allowed except for conventions or conferences called by a campus for the dissemination of information to its own employees. Registration receipts must be conference issued on letterhead. The conference agenda and registration form should be submitted with the travel expense claim. The president or designee must approve registration fees exceeding \$500 in advance.
3. When more than two individuals from the same campus are attending the same convention or conference, each claim must be approved by the president or designee. This requirement does not apply to business meetings, training or workshops.
4. Exceptions to these rules must be approved in advance by the president or designee.

### 5.13.1 — On-campus Training Expenses

Expenses for workshops or training provided on campus are considered “On-Campus” training expenses. The invoice for payment should be submitted with a signed Purchase Requisition directly to Contract and Procurement Management. The invoice will be paid directly to the organization sponsoring the workshop.