



Twentynine Palms Public Cemetery District

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 4125

4125.1 Members of the Board of Trustees are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to their local agency's business. Trustees shall not attend conference or training event when it is apparent that there is no significant benefit to the District. Directors shall not attend or engage in any tour or journey for pleasure at public expense (e.g. "junkets" or other such events that are not beneficial to the District).

4125.2 It is the policy of the District to encourage Board development and excellence of performance. All travel, lodging and conference arrangements shall be coordinated through the General Manager. Cash advances are not permitted unless voted upon by the Board and are applicable, i.e., Milage, Per Diem etc. All reimbursements shall be made in accordance with applicable State and federal law, including but not limited to Internal Revenue Service Guidelines.

4125.2.1 Attendance by Trustees at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Trustees prior to the District incurring any reimbursable costs.

4125.2.2 Expenses to the District for Board of Trustees' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the General Manager.

4125.2.3 Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are covered by the District, Trustees will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.