

## DRAFT

### WIB TRAVEL POLICY

April 18, 2013

#### Background

An important function of the local workforce board is attendance at local, state and national workforce development conferences and meetings.

Attendance at workforce development events enables WIB Members to gain important knowledge and expertise through exposure to and sharing of best practices, trends and challenges with workforce development stakeholders.

In addition, opportunities to hear from and share views with key workforce development professionals, policy makers, stakeholders and constituents enhance the effectiveness of WIB Members in their policy and oversight role.

This policy is intended to ensure transparency related to travel and conference attendance, as well as an understanding of relevant County administrative processes.

The County of Los Angeles WIB, with oversight responsibility for the second largest local workforce investment area in the State, and third largest in the country, is a member of various state and national workforce development associations, that host regular conferences, and participates on the Board of Directors of the California Workforce Association, National Workforce Association, and National Association of Workforce Boards. In addition, there are other state and national organizations that host workforce meetings.

County and CSS departmental travel policies (CSS Travel Policy Jan. 2011; County Travel Policy\_\_\_) establish the rules and administrative procedures governing travel, including travel by WIB Members. These policies include mandatory use of the County approved travel vendor, allowable expenses, and required documentation for reimbursement of allowable expenses.

#### APPROVAL OF TRAVEL REQUESTS

1. The WIB shall approve on an annual basis an Approved Events List of conferences and other workforce development events.
2. The WIB shall approve a line item in each program year budget to cover the costs of travel and attendance by the approved number of WIB Members at Approved Events.
3. By June 1 of each year or no later than one month prior to the event or first date of travel if the number of approved attendees is below the approved amount for

that event, interested WIB Members shall submit a list of events from the Approved Events list that they are available to attend.

4. Consistent with the list of Approved Events and budget, the WIB Chair shall make recommendations on member requests for each approved event to the WIB for approval at the July WIB meeting.