

457(b) Deferred Compensation Administrative Committee

Reimbursement Guidelines for Staff and Committee Members Attending Training and Conferences

Purpose

These guidelines provide a process for reimbursing committee members and staff for training expenses to attend conferences or seminars that enhance their skills and support the deferred compensation plan.

Eligibility

- **Attendance:** Up to ____ committee members and ____ staff members with a minimum of one committee member and one staff member per year. Total cost is not to exceed \$_____ per participant.
- **Event relevance:** The training must be related to the committee or staff member's role in support of the deferred compensation plan.

Approved Expenses

The following expenses may be reimbursed:

1. **Registration Fees:** Conference or seminar registration.
2. **Travel:** Expenses related to travel to and from the conference/training including but not limited to airfare, mileage for personal vehicle use, shuttle, rideshare, and car rental.
3. **Lodging:** In accordance with the County of Monterey Travel Policy.
4. **Meals:** In accordance with the County of Monterey Travel Policy.
5. **Incidentals:** In accordance with the County of Monterey Travel Policy.

Process

1. **Committee Approval:** Participant attendance must be reviewed and approved in a committee meeting with majority approval.
2. The following information will be presented to the committee.
 - Event details (name, dates, location).
 - Estimated costs (registration, travel, lodging, meals).
3. Reimbursement can be made directly to the participant or the funding department.

Non-Reimbursable Expenses:

- Personal expenses (e.g., entertainment, alcohol).

Review

The policy may be reviewed periodically as determined by the committee Chair.

Effective Date: January 1, 2025.