



**COUNTY OF LOS ANGELES
DEPARTMENT OF ECONOMIC
OPPORTUNITY**

**department
of economic
opportunity**
COUNTY OF LOS ANGELES

**WORKFORCE DEVELOPMENT BOARD
DIRECTIVE**

Date: 12/05/2025

Number: **WDB D25-02**

**LOS ANGELES COUNTY
WORKFORCE DEVELOPMENT BOARD (LACWDB) MEMBER
TRAVEL AND REIMBURSEMENT POLICY**

PURPOSE

This policy provides uniform guidelines and establishes foundational procedures for the Los Angeles County Workforce Development Board (LACWDB) members' reimbursement of travel expenses while conducting LACWDB business. For the purposes of this policy, LACWDB business refers to official activities carried out on behalf of LACWDB, including but not limited to participation in conferences, trainings, meetings, site visits, and other events or functions approved or assigned by DEO or Board leadership in connection with LACWDB operations.

REFERENCES

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- [Title 2 CFR 200.475](#)
 - [Los Angeles County Fiscal Manual](#)
 - [Los Angeles County Travel Program](#)
 - [Los Angeles County Policy of Equity](#)
 - [Los Angeles County Code of Ordinances](#)
 - [Department of Economic Opportunity Travel Policy](#)
 - [Mileage Reimbursement Program Update 01.02.2025](#)
 - [Los Angeles County Workforce Development Board Bylaws](#)
 - [EDD Allowable Costs and Prior Written Approval](#)
 - [Department of Labor Uniform Guidance Letter TEGL 15-14](#)
 - [PPG512-Professional Appearance in the Workplace](#)
 - [PPG809-Courtesy & Respect in the Workplace](#)

BACKGROUND

Workforce and Economic Development conferences present great opportunities for

LACWDB members to learn the latest workforce and economic trends locally, regionally, and nationally. They are an inherent hub of knowledge drawing business, education, and workforce entities, resulting in exponential networking opportunities. As such, LACWDB members are highly encouraged to attend these conferences as LACWDB representatives, including the charge of their duty per the Workforce Innovation and Opportunity Act (WIOA). Further, during these conferences, they act as ambassadors for LACWDB's vision: that everyone in Los Angeles (LA) County has access to sustainable employment with increased economic mobility, and that every business has the talent it needs to succeed in a global economy.

Similarly, conferences attended by LACWDB members must be carefully considered to ensure alignment with LACWDB's vision. Sessions attended must provide a value-add opportunity to expand on LACWDB's knowledge resources, thereby potentially enhancing LA County's public workforce system. Thus, LACWDB members attending these conferences on behalf of DEO and LACWDB are required to report conference takeaways to their fellow LACWDB members, as well as to the Department of Economic Opportunity (DEO) leadership team, at the next LACWDB quarterly meeting following their return from the conference. In addition to the main takeaways, the information to be reported should include, but is not limited to, suggestions and/or considerations for LACWDB; potential applications of information learned to future policy; and/or new strategies for our workforce system.

POLICY AND PROCEDURES

I. CONFERENCE ATTENDANCE EXPECTATIONS

To ensure that all members attending conferences on behalf of the LACWDB and DEO do so with professionalism, accountability, and purpose, the following policy and procedures apply:

Pre-Conference Requirements

1. Request Approval

All requests to attend conferences must be submitted in writing to wdb@opportunity.lacounty.gov. The request must include:

- Name of the conference
- Dates and location
- Purpose of attendance
- Expected benefits to LACWDB and DEO

2. Approval Process

Conference attendance must be pre-approved by DEO staff. Only authorized attendees may represent LACWDB at events.

During the Conference

3. Active Participation

Attendees must:

- Actively engage in all assigned seminars, workshops, and presentations.
- Attend networking sessions and discussion opportunities to exchange workforce development best practices and relevant insights.

4. Professional Representation

All participants are expected to:

- Present themselves as official representatives of LACWDB when attending conferences, meetings, or events on behalf of LACWDB.
- Conduct themselves professionally and courteously at all times, in accordance with the [Los Angeles County's Policy of Equity \(CPOE\), Board Policy 9.015](#), which prohibits discrimination, harassment, retaliation, and inappropriate conduct toward others based on protected characteristics.
- Maintain a neat, clean, and professional appearance consistent with the [County's Professional Appearance in the Workplace Policy \(PPG 512\)](#), ensuring clothing and grooming are appropriate to the assignment, and reflect positively on the County.
- Exercise sound judgment in dress and demeanor to foster public confidence, promote a positive and inclusive atmosphere, and uphold the County's mission of *Enriching Lives Through Effective and Caring Service*.
- Comply with any safety and identification requirements and any event-specific guidance, including standards necessary for public health, safety, and security.
- Treat all colleagues, partners, and members of the public with courtesy, dignity, and respect, in accordance with [Countywide Policy, Procedure, and Guideline \(PPG\) 809 - Courtesy and Respect in the Workplace](#).
- Refrain from any abusive, discourteous, or disruptive conduct that may create a hostile or unprofessional environment.

5. Additional Meetings

If scheduled, attendees are expected to participate in any DEO-approved post-conference meetings with local, state, or national workforce development leaders.

Post-Conference Requirements

6. Report Submission

Within two weeks of the event, attendees must submit a written report to wdb@opportunity.lacounty.gov that includes:

- Key takeaways from sessions attended
- Notable contacts or partnerships formed
- Recommendations or practices beneficial to the LACWDB and DEO

7. Presentation to the LACWDB

Attendees may be asked to present a summary of their experience and findings at the next LACWDB quarterly or relevant committee meeting.

II. TRAVEL POLICY

1. In accordance with Chapter 700 of the [LA County's Auditor Controller Travel and Expense Claims policy and procedures](#), as well as DEO's internal travel policy, all DEO employees and LACWDB members who seek reimbursement from DEO for any travels while conducting LACWDB business shall comply with the County's travel and expense claims policy and DEO's internal travel policy and procedures.
2. Per LACWDB's Bylaws, to avoid meeting a quorum (50%+1) of LACWDB members attending conferences and events, the following methodology will be used to select board members in the order presented below:
 - a. Executive Officer positions starting with the Chair, Vice Chair, Secretary/Treasurer; then Chairs of committees and finally, general membership.
 - b. Seniority (calculated from the date of assumed office)
 - c. Nominated by a County Supervisor from the Los Angeles County Board of Supervisors
 - d. Attendance record at board meetings
 - e. Member representation and subject matter expertise

The final decision regarding attendance at conference and event stands with

the LACWDB Chair and DEO and are subject to funding availability. The County encourages responsible fiscal stewardship and funds for travel are to be conservatively considered.

3. All travel reservations shall be booked by the DEO staff through Concur, the County's approved vendor for flights, hotels, and car rentals, conforming with the County's travel policy.
4. Members shall refrain from booking their own travel reservations to avoid non-reimbursement for non-conformity with the County's travel policy.
5. When traveling members use their personal vehicle to travel on County business, the standard mileage rate (\$0.66 as of January 1st, 2025) applies ([County Fiscal Manual 13.5.1](#); [County Code 5.40.190 & 5.40.060](#)).
6. Per DEO's travel policy, travelers are responsible for any non-business-related spending (e.g., pay-per-view entertainment, spa, room service fees, tips, high speed internet, etc.) beyond the basic lodging expense. These expenses should not be charged to DEO and must be paid for separately by the traveler. Any non-business-related expenses inadvertently billed to DEO must be reimbursed by the traveler ([County Fiscal Manual 13.6.3](#)).
7. In case of travel cancellations or changes, the traveling member shall notify LACWDB staff immediately to avoid cancellation charges.
8. Traveling members are responsible for canceling hotel rooms and must contact both LACWDB staff and the hotel before the cancellation period ends.
9. Expense claims must be submitted within five (5) business days after completion of the trip and shall include detailed receipts and invoices from hotels, restaurants, rides and any other receipt that is traditionally associated with travel. For more details, please see Section III below.
10. All receipts should be submitted orderly and clearly and are subject to scrutiny to ensure all expenses are allowable.
11. To enable accurate processing, each travel request must include:
 - (1) A copy of the travel request form
 - (2) The conference/event agenda and dates
 - (3) A brief business justification
 - (4) Preferred mode of travel and justification if not the lowest-cost option

- (5) If using a personal vehicle, a copy of the driver's license and proof of automobile insurance
- (6) Traveler contact and emergency contact information
- (7) Hotel booking credit card information for reservations made in Concur
- (8) Any required pre-approvals

III. TRAVEL PROCEDURES AND REQUIRED DOCUMENTATION

1. Board members who are interested in attending an upcoming conference or event shall notify LACWDB staff as soon as possible but no later than 30 days prior to the conference or event date.
2. Travel requests must include the following:
 - a) A copy of the completed [Attachment I - Travel Request Form](#)
 - b) A copy of the conference/event agenda, including dates
 - c) A brief business justification
 - d) Preferred mode of travel and justification if not the lowest-cost option
 - e) If traveling by personal car, a copy of the driver's license and proof of automobile insurance
 - f) Traveler contact and emergency contact information
 - g) Credit card information for hotel reservations, which will be made via Concur by LACWDB staff.
 - h) Traveling members are responsible for contacting LACWDB staff and providing credit card information for hotel room reservations that will be made within the County's travel store, Concur, by the LACWDB staff.

IV. TRAVEL EXPENSE CLAIM AND REIMBURSEMENT PROCEDURES

LACWDB traveling members shall:

- 1) Maintain all the original receipts (e.g., meals, hotel, transportation, etc.). All receipts must be itemized in order to be accepted for reimbursement. Please see this example of a itemized hotel receipt as an example (see [Attachment II – Sample Receipts](#)).

- 2) Submit all the receipts and travel expenses to LACWDB staff no later than five (5) business days after completion of the trip using the [Attachment III - Expense Claim Form](#).
- 3) Meal receipts must be in their original form. If the original receipt is lost, a justification email must be provided indicating the name, address, telephone number of the restaurant, date and time of meals purchased, and list of food and beverage items claimed, along with proof of payment.
- 4) Meal receipts must include the details of the food and drink items purchased for reimbursements to be made.
- 5) **Only food and non-alcoholic drinks are reimbursable.** Further, alcoholic beverages must not appear on the same receipt along with other eligible items submitted for reimbursement.
- 6) Reimbursement will not be provided for personal or entertainment-related expenses, or for meals already included in conference registration, event fees, or otherwise provided as part of County business activities (no reimbursement for separate meals in lieu of those provided). All meal reimbursements must be reasonable and necessary in accordance with [County Fiscal Manual - Chapter 13 \(Travel Policy\)](#) and [Board Policy 4.095 - Incidental Expense](#)
- 7) Provide a detailed hotel receipt covering all the dates of lodging and detailed daily expenses.
- 8) If meal charges are indicated on the hotel room check out receipt, a separate detailed receipt that includes the charges for each meal's item(s) purchased must be provided for review and approval of the claim.
- 9) For cancellation of the hotel reservation, LACWDB staff will cancel the reservation in Concur and will provide the information to the traveler. However, it is the responsibility of the traveler to contact the hotel directly to cancel the reservation to receive the credit back to their credit card.

To ensure the County receives credit for a canceled flight, the travel administrator must notify the airline within the required timeframe. LACWDB members are responsible for informing LACWDB staff immediately—no later than 72 hours before the scheduled departure—of any flight cancellation requests. Once notified, LACWDB/DEO staff will contact the Concur Travel Store at 1-877-454-8785 to finalize the cancellation.

V. NON-COMPLIANCE WITH TRAVEL PROCEDURES

- 1) Failure to adhere to established travel procedures may result in administrative delays or denial of travel reimbursement. Repeated instances of non-compliance, such as failure to provide timely notification of cancellations or submission of required documentation, may be subject to additional review and could lead to loss of travel approval priority privilege, and/or review of officer title/roles on the LACWDB.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to the LACWDB staff at wdb@opportunity.lacounty.gov.

Cheren Kochen

Cheren Kochen, Executive Director

Los Angeles County Workforce Development Board

Attachments:

[**Attachment I - Travel Request Form**](#)

[**Attachment II - Sample Receipts**](#)

[**Attachment III - Expense Claim Form**](#)