

1.0 Minimum Documentation Requirements for Payment of Expenditures for Approved Special Activities:

- 1.1 Minimum documentation requirements for expenditures incurred for educational events to promote community awareness (([P-8361](#)), Section 2.2.1) are:
 - 1.1.1 Purpose of the expense;
 - 1.1.2 Invitation or program; and
 - 1.1.3 Name(s) of attendee(s), or group name, or approximate number of attendees or invitees.
- 1.2 Minimum documentation requirements of expenditures incurred for educational and planning seminars, workshops and meetings for employees and/or board (([P-8361](#)), Section 2.2.2) are:
 - 1.2.1 Name, title, description or purpose of the meeting;
 - 1.2.2 Announcement or agenda; and
 - 1.2.3 Names of attendees or invitees. If several persons of the same group are attending, terms such as "management team" or "Cabinet" may be used. The number of attendees should be specified if persons are not identified by name.
- 1.3 Minimum documentation requirements for expenditures incurred by the designated official representative(s) (([P-8361](#)), Section 2.2.3) shall be:
 - 1.3.1 Invitation, announcement or program, if available; and
 - 1.3.2 Name of designated representative(s).
- 1.4 Minimum documentation requirements for expenditures incurred for functions for volunteers; new and retiring employees (([P-8361](#)), Section 2.2.4) are:
 - 1.4.1 Purpose of the expense;
 - 1.4.2 Invitation or program; and
 - 1.4.3 Name(s) of honoree(s), or group name, or approximate number of attendees/participants.
- 1.5 Minimum documentation requirements for activities which improve employee morale or express appreciation as defined in ([P-8361](#)), Section 2.2.5 shall be:
 - 1.5.1 The purpose of the expenditure, (name of recipient).

1.6 Minimum documentation requirements of activities enhancing and supporting international educational activity (([P-8361](#)), Section 2.2.6) shall be:

1.6.1 The purpose of the expenditure; an

1.6.2 The agency, group or individuals in attendance; approximate number of attendees.

LRCCD

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